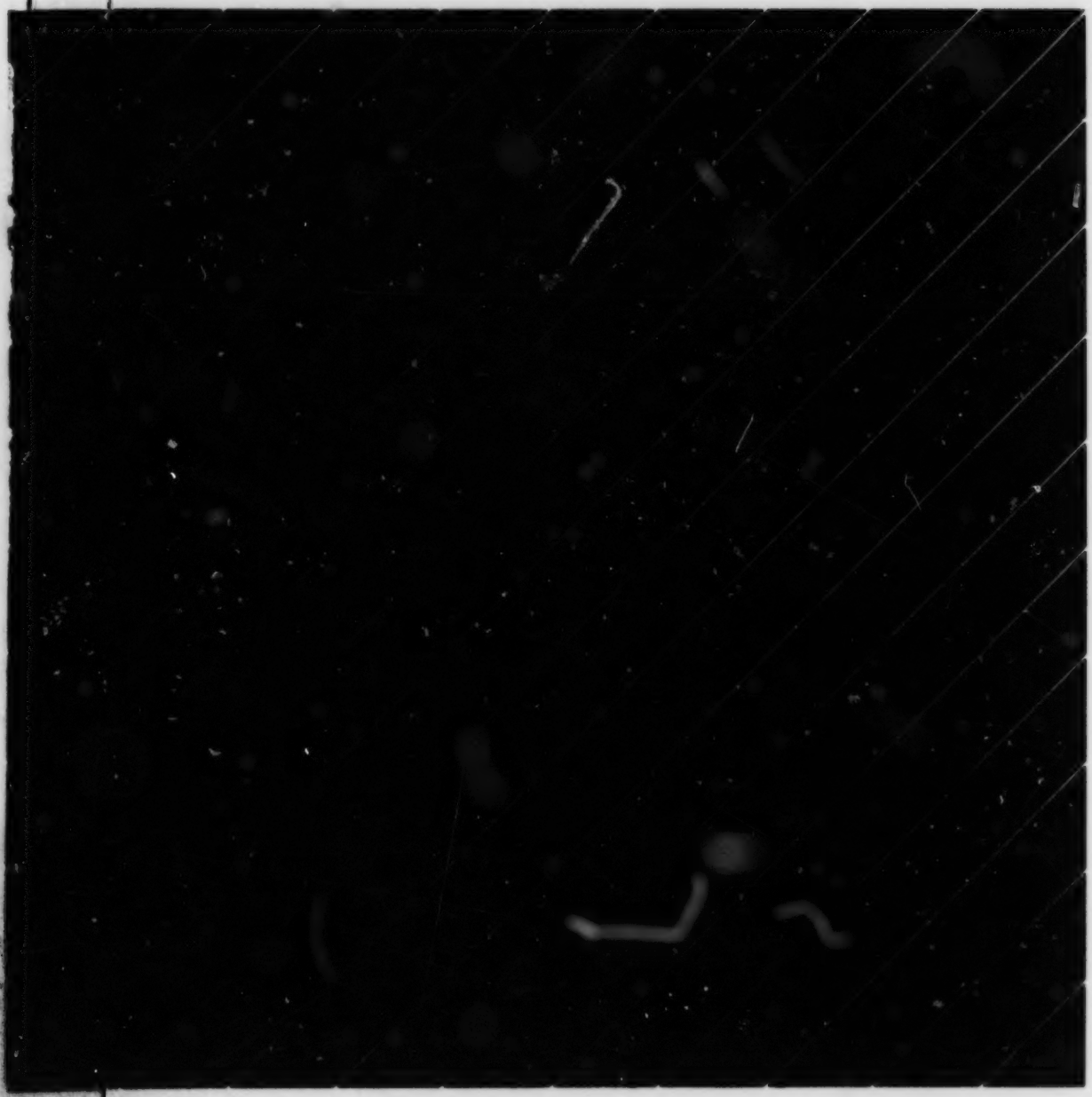
Government of Canada / Gouvernement du Canada

Access to Information Act

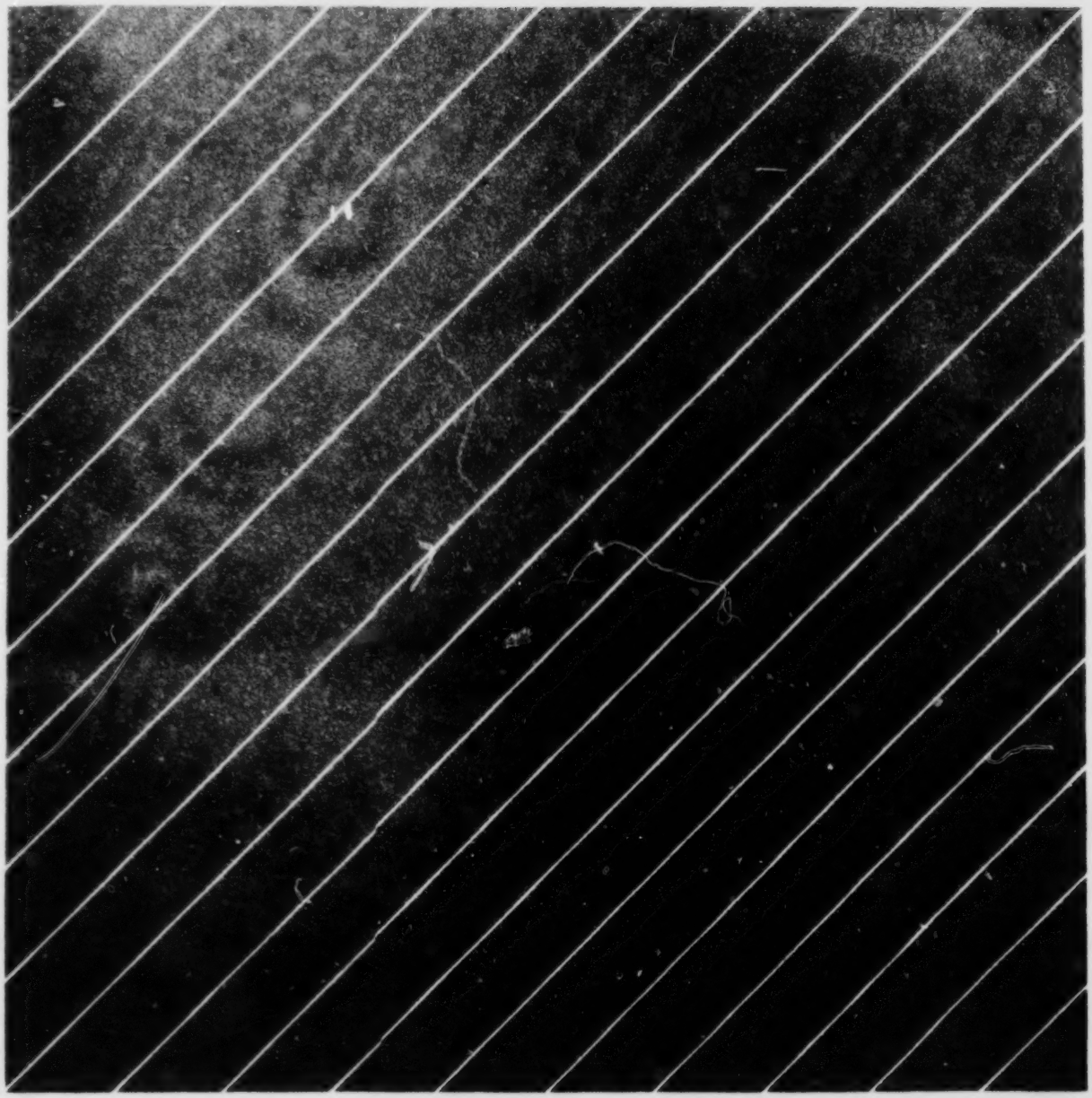
Access
Register 1985



Canada

Access

Register 1985



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ACCESS REGISTER

Foreword

The *Access to Information Act* was passed in 1983, giving Canadian citizens and permanent residents of Canada the right, except in specific circumstances limited by law, to gain access to information about them held by the federal government.

The Access Register is updated and printed annually as required under the Act, to provide a current description of information held by federal governement departments, agencies and Crown corporations. This material is presented in an organized and systematic way to help you identify the information you require, and simplify the process of gaining access to that information.

The 1985 Access Register is composed of alphabetically-organized chapters, one for each government department, agency or Crown corporation affected by the *Access to Information Act*. Each chapter contains information about the institution's organization, its programs and activities, and the classes of records it maintains.

A subject index at the beginning of the book provides an easy way to look up a subject and locate the correct chapter number in which the information may be found.

The numbering system for the classes of records has been revised in the 1985 Register, so a cross-reference table is provided at the end of the book which lists the former identifiers (1984) and their new identification numbers. Where the class of record has not appeared in the Register before, no former identifier is given and the word "New" appears beside the title. Sometimes the word "Revised" appears here instead, to denote revisions to the description. Occasionally the letter "B" will be seen after the old identification number; this means that the class of record has been described in the *Bulletin*, published semi-annually to update information about new classes of records and personal information bank holdings.

Finally, those departments, agencies or Crown corporations not subject to the *Access to Information Act* but which maintain personal information under the *Privacy Act*, have been assigned a chapter number even though no material from the department is included in the Register. This ensures that chapter numbers in the Access Register are the same as those in the Index of Personal Information so that the two publications can be used together to help you access the information required.

It is hoped these revisions will make the Register more useful to those seeking information held by the federal government. Other suggestions on ways to improve access to such information are invited, and can be sent to

Access to Information and Privacy Implementation Group
Treasury Board Secretariat
L'Esplanade Laurier
140 O'Connor
Ottawa, Ontario
K1A 0R5

I. INTRODUCTION

General Information

How is Information Stored?

Government records contain many different types of information, stored in many different ways. The information you seek may be in the form of reports, letters or memos, or stored on film, microfilm or in computer files. Records are grouped into classes according to the subject matter of the record. The information may also be found in policy or procedural manuals used to carry out the particular programs of a department, agency or Crown corporation.

Information Which is Not Accessible

Certain types of information are exempt under the *Access to Information Act* and cannot be accessed. These include:

(a) information damaging to the nation's security or its trade secrets;
(b) information collected by non-federal institutions, such as provincial or municipal governments and by certain private institutions (e.g. banks and credit bureaus);
(c) information already published, such as may be found in libraries, public affairs offices, museums and publicly accessible computer enquiry systems; and
(d) material directly connected with the operation of Cabinet (e.g. Cabinet documents and minutes or records of decisions).

Personal Information About Individuals

Personal information, for example an individual's employment history or immigration records, can be accessed by that individual and certain other parties under the *Privacy Act*. Personal information banks are described in the Index of Personal Information. Both the Access Register and the Index of Personal Information may be found in the following locations:

— public libraries,
— federal government libraries, departmental reading rooms, and other government offices open to the public,
— municipal offices or post offices in rural areas,
— university and college libraries,
— offices of each Indian Band, and
— offices serving Métis, non-status Indians, and Inuits.

Locating the Information

If you know the correct department agency or Crown corporation

Requests for information can often be made by simply calling, writing or visiting the department, agency or Crown corporation that has the information you require. If this does not produce results, write to the Access Co-ordinator of the appropriate institution at the address given under Access Procedures at the beginning of each chapter.

Before contacting the Access Co-ordinator, consult the Register to locate the correct title and identification number of the class(es) of record(s) which contains the information you require.

If you do not know the correct department, agency or Crown corporation

Use the subject index located near the front of the book if you do not know which department, agency or Crown corporation has the information you require The major subjects of each class of record are listed alphabetically and are linked to the class of record identification number. The first three letters of this number are the identifier for the department, agency or Crown corporation. There is a list of these identifiers and the full title of the department, agency or Crown corporation to which they correspond at the beginning of the subject index.

If you still cannot locate the information

Contact the Access Co-ordinator of the department, agency or Crown corporation you think *might* have the information and ask for assistance in locating the correct class(es) of record(s).

Accessing the Information

A cheque or money order for $5.00 (made payable to the Receiver General of Canada) must accompany all formal requests for information under the *Access to Information Act*.

First, use the Access Register to find the location of the information. Then, either using the Access to Information Request Form (found in the same display box as the Register) or on a plain sheet of paper, request the information you require. Use of the form will ensure that all necessary information is supplied to avoid delays in fulfilling your request. An example of how to fill out the form has been provided in the Register to assist you in supplying the necessary information. The form or written request should be sent to the Access Co-ordinator of the correct department, agency or Crown corporation, at the address given under the Access Procedures heading in the appropriate chapter. Please do not forget to enclose payment of $5.00.

If a request for information should take longer than five hours to process there will be additional charges. There will also be a charge for computer time (if necessary) and copying fees. However, you will be notified and asked to authorize any additional costs that are necessary to fulfill your request.

Under the law, you should receive notice within 30 days either: responding to your request for information; notifying you that access will be given and that your request is being processed; or that access has been denied, either because the information does not exist or because it is exempt under specific provisions of the *Access to Information Act*.

Finding the correct Class of Record

Each chapter in the Access Register contains information about a department, agency or Crown corporation as follows:

— Organization Chart (unless there are very few classes of records)

— Reference Information

— Access Procedures

— Descriptions of Branches, functions and programs

— Classes of Records

— Deleted Classes of Records (where applicable)

Organization Charts

Most chapters begin with an organization chart which shows the organizational makeup of the department, agency or Crown corporation. Under the main branch headings can be found the titles and sequential numbers of the classes of records maintained by each. This chart is your key to finding the class of record you require.

The department, agency or Crown corporation has been given a unique three-letter identifier which can be found in the top box of the organization chart. For instance, the Canada Employment and Immigration Commission/Department of Employment and Immigration has the identifier "EIC". In each of this department's classes of records the identification number begins with EIC. The second set of three letters in the identification number refers to the branch; for instance, EMP for the Employment Services Branch. Thus, if you are looking for information concerning career counselling, you should scan the classes of records titles shown on the organizational chart, where you will find it listed under the Employment Services Branch, preceded by the number 450. By putting together the institution identifier (EIC), the branch identifier (EMP), and the number of the class of record, you arrive at the correct identification number for the class of record: EIC/EMP-450 Career Counselling. In the chapter section entitled "Classes of Records", locate EIC/EMP-450 Career Counselling, where you will find a short description of the information this class of record contains, enabling you to verify if it is the information you require.

Manuals and EDP Systems

A list of titles and a brief description of the manuals which a department or agency uses to establish its guidelines and procedures is provided when appropriate; the information you require may be contained in one of these. Or it may be contained in an EDP (electronic data processing) system — the major information systems and related data files used by a department, agency or Crown corporation to carry out its programs — which are also sometimes listed and described briefly.

Standard Classes of Records

Some classes of records contain subject matter which is similar for each department, such as information on personnel, finance, purchasing property control, materiel management, etc. These Standard Classes of Records are described in the following pages rather than within each departmental chapter. You will be referred to these pages when a Standard Class of Record has been included on the organization chart.

Complaint Procedures

If the response time to your request for information was too long; or the cost of obtaining the information was too high; or you feel you were wrongly denied access to the information you requested, complaints can be addressed to

The Office of the Information Commissioner
Place de Ville, Tower B
14th Floor, 112 Kent Street
Ottawa, Ontario
K1A 1H3

If the response from the Office of the Information Commissioner is not satisfactory, you may take the case to federal court within 45 days of receiving the Commissioner's report.

Government of Canada / Gouvernement du Canada

Access to Information Act

Access to Information Request Form

For official use only

se of this form will help speed your access to *records* under the Access to Information Act. Requests for federal government *information* can ordinarily be made y means of a telephone call, a visit, or a written request to the appropriate government information office. There is a fee of $5.00 for making a formal request nder the Access to Information Act.

TEP 1: *Decide exactly what information you want* – You can facilitate ne search for records and reduce fees by defining as narrowly as you can ne particular records you are looking for.

TEP 2: *Consult the Access Register* – The register contains descriptions f government records, their probable location and other information which ill likely assist you in identifying the particular records you wish to see. A opy of the Access Register is available at major libraries, post offices, and overnment information offices.

TEP 3: *Ask for assistance if necessary* – If you are unable to identify the ecords you are looking for in the Access Register, contact the Access o-ordinator of the appropriate department, either in person, by telephone r by letter at the address shown in the Register. The Co-ordinator will ssist you in identifying the records.

STEP 4: *Complete this Request Form,* providing as many specific details as you can about the desired records, such as:
- subject, title and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: *Send in the completed Request Form or written request with an application fee of* $5.00, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

ederal Government Department, Agency or Crown Corporation

dentification number and title of class(es) of record(s) (see step 2)

escription of records and topics of interest (see step 4)

wish to:

☐ Receive copies of the original ☐ Examine original in government office ☐ Other method (please specify)

dentification of applicant

ame

treet address, apartment | **City or town**

rovince, territory or other	**Postal Code**	**Telephone number(s)**

have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the eaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature **Date**

Français au verso

TBC 350-57 (Rev. 85/8)

SPECIMEN ONLY

Government of Canada / Gouvernement du Canada

Access to Information Act

Access to Information Request Form

For official use only

Use of this form will help speed your access to *records* under the Access to Information Act. Requests for federal government *information* can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office. There is a fee of $5.00 for making a formal request under the Access to Information Act.

STEP 1: ***Decide exactly what information you want*** – You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for.

STEP 2: ***Consult the Access Register*** – The register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

STEP 3: ***Ask for assistance if necessary*** – If you are unable to identify the records you are looking for in the Access Register, contact the Access Co-ordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Co-ordinator will assist you in identifying the records.

STEP 4: ***Complete this Request Form,*** providing as many specific details as you can about the desired records, such as:
- subject, title and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: ***Send in the completed Request Form or written request with an application fee of*** $5.00, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Department, Agency or Crown Corporation

Department of External Affairs

Identification number and title of class(es) of record(s) (see step 2)

DEA/FGB-025 Geographic Branches

Description of records and topics of interest (see step 4)

Information on the formulation and conduct of Canadian policy, with respect to South Africa.

Trade and other economic relations, development assistance, Canadian investment, industrial co-operation, contracts and tenders, economic and political conditions, political prisoners.

I wish to:

☐ Receive copies of the original ☒ Examine original in government office ☐ Other method (please specify)

Identification of applicant

Name

Street address, apartment | **City or town**

Province, territory or other	**Postal Code**	**Telephone number(s)**

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature **Date**

Français au verso

TBC 350-57 (Rev. 85/8)

II. STANDARD CLASSES OF RECORDS

Standard Classes of Records

The following section describes the subject matter of certain records which are common to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Classes of Records of a particular institution, should forward their access requests to the address given under the Access Procedures heading of the appropriate chapter.

901 *Formerly Identified as:* COM-83-10
Administration
Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.

902 *Formerly Identified as:* COM-83-20
Acts and Legislation
Description: Acts and legislation — general, departmental, federal, foreign and provincial.

903 *Formerly Identified as:* COM-83-30
Administrative and Management Services
Description: Administrative and management services generally; correspondence management; duplication services; electronic data processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.

904 *Formerly Identified as:* COM-83-40
Co-operation and Liaison
Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

905 *Formerly Identified as:* COM-83-50
Buildings and Properties
Description: Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics.

906 *Formerly Identified as:* COM-83-60
Buildings
Description: Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fires and fire prevention; and maintenance.

907 *Formerly Identified as:* COM-83-70
Lands
Description: Lands generally; acquisition; concessions; development; disposal; fencing; flood control; landscaping; parking areas; roads; streets and sidewalks.

908 *Formerly Identified as:* COM-83-80
Utilities
Description: Utilities generally; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation.

909 *Formerly Identified as:* COM-83-90
Equipment and Supplies
Description: Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery.

910 *Formerly Identified as:* COM-83-100
Furniture and Furnishings
Description: Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures.

911 *Formerly Identified as:* COM-83-110
Office Appliances
Description: Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters.

912 *Formerly Identified as:* COM-83-120
Procurement
Description: Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions and standing offer agreements.

913 *Formerly Identified as:* COM-83-130
Vehicles
Description: Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences.

914 *Formerly Identified as:* COM-83-140
Finance
Description: Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses.

915 *Formerly Identified as:* COM-83-150
Accounts and Accounting
Description: Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances.

916 *Formerly Identified as:* COM-83-160
Audits
Description: Auditor General reports and internal audit reports.

917 *Formerly Identified as:* COM-83-170
Budgets
Description: Budgets generally; estimates and supplementary estimates; and program forecasts.

918 *Formerly Identified as:* COM-83-180
Personnel
Description: Personnel generally; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; establishment; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations.

919 *Formerly Identified as:* COM-83-190
Classification of Positions
Description: Classification generally; audits; category and group; individual positions; and standards.

920 *Formerly Identified as:* COM-83-200
Employment and Staffing
Description: Employment and staffing generally; applications; casual and term employees; competitions; programs; recruitment; requests for staffing action; and summer students.

921 *Formerly Identified as:* COM-83-210
Human Resources
Description: Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization.

922 *Formerly Identified as:* COM-83-220
Occupational Health, Safety and Welfare
Description: Occupational health, safety and welfare generally; counselling; health units; medical examinations; nursing services; recreation and sports; and surveys.

923 *Formerly Identified as:* COM-83-230
Official Languages
Description: Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements.

924 *Formerly Identified as:* COM-83-240
Pensions and Insurance
Description: Pensions and insurance generally; superannuation plans; Canada Pension Plan; Québec Pension Plan; reciprocal transfer agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance and unemployment insurance plans.

925 *Formerly Identified as:* COM-83-250
Salaries and Wages
Description: Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay.

926 *Formerly Identified as:* COM-83-260
Staff Relations
Description: Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations.

927 *Formerly Identified as:* COM-83-270
Training and Development
Description: Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses.

III. SUBJECT INDEX

LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

AEC	Atomic Energy Control Board
APA	Atlantic Pilotage Authority
ASB	Canadian Aviation Safety Board
ASW	Advisory Council on the Status of Women
BDB	Federal Business Development Bank
BOC	Bank of Canada
CAC	Canada Council
CCA	Consumer and Corporate Affairs, Department of
CCC	Canadian Commercial Corporation
CDC	Canadian Dairy Commission
CDI	Canada Deposit Insurance Corporation
CFD	Canadian Film Development Corporation
CIT	Canadian Import Tribunal
CLF	Canadian Livestock Feed Board
CLN	Canada Lands Company Limited
CLR	Canada Labour Relations Board
CMH	Canada Mortgage and Housing Corporation
CMP	Royal Canadian Mounted Police
CPE	Canadian Cultural Property Export Review Board
CPO	Canada Ports Corporation
CPS	Canadian Penitentiary Service
CRT	Canadian Radio-television and Telecommunications Commission
CTC	Canadian Transport Commission
DCL	Defence Construction (1951) Limited
DEA	External Affairs, Department of
DFO	Fisheries and Oceans, Department of
DND	National Defence, Department of
DOA	Agriculture, Department of
DOC	Communications, Department of
DOE	Environment, Department of the
DOT	Transport, Department of
DSS	Supply and Services, Department of
ECC	Economic Council of Canada
EIC	Employment and Immigration, Department of
EMR	Energy, Mines and Resources, Department of
FCC	Farm Credit Corporation
FIN	Finance, Department of
FIR	Foreign Investment Review Agency
FPM	National Farm Products Marketing Council
GLP	Great Lakes Pilotage Authority, Limited
HRC	Canadian Human Rights Commission
IAB	Immigration Appeal Board
IDA	Canadian International Development Agency
IDR	International Development Research Centre
INA	Indian Affairs and Northern Development, Department of
INS	Insurance, Department of
JUS	Justice, Department of
LAB	Labour, Department of
LPA	Laurentian Pilotage Authority
LRC	Law Reform Commission of Canada
MER	Medical Research Council
MST	Science and Technology, Ministry of State for
NCC	National Capital Commission
NCP	Northern Canada Power Commission
NEB	National Energy Board
NFB	National Film Board
NHW	National Health and Welfare, Department of
NLC	National Library
NMC	National Museums of Canada
NPA	Northern Pipeline Agency
NPB	National Parole Board
NRC	National Research Council of Canada

LISTING OF UNIQUE INSTITUTIONAL IDENTIFIERS

NTW	Northwest Territories Water Board
OCG	Comptroller General, Office of the
OCI	Correctional Investigator, Office of the
OHS	Canadian Centre for Occupational Health and Safety
OSW	Status of Women, Office of the Co-ordinator
PAB	Pension Appeals Board
PAC	Public Archives
PCO	Privy Council Office
PPA	Pacific Pilotage Authority
PSC	Public Service Commission
PWC	Public Works, Department of
RCC	National Revenue (Customs and Excise), Department of
RCM	Royal Canadian Mint
RCT	National Revenue (Taxation), Department of
RIE	Regional Industrial Expansion, Department of
RTP	Restrictive Trade Practices Commission
SCC	Science Council of Canada
SDC	Standards Council of Canada
SER	Natural Sciences and Engineering Research Council
SGC	Solicitor General, Department of the
SHR	Social Sciences and Humanities Research Council
SIS	Canadian Security Intelligence Service
SLS	St. Lawrence Seaway Authority, The
SRB	Public Service Staff Relations Board
SSC	Secretary of State of Canada, Department of the
STC	Statistics Canada
TBD	Tariff Board
TBS	Treasury Board (Secretariat)
TCB	Textile and Clothing Board
TCC	Tax Review Board
VAC	Veterans Affairs, Department of
YTW	Yukon Territory Water Board

Key Words	CoR No.
A	
A-base review	OCG/PEB-165
Aboriginal Representative Organizations Program	SSC/CCP-070
Aboriginal Women's Program	SSC/CCP-070
Abortion	
studies	NHW/HSD-275
studies and hospital committees	NHW/HSD-305
Academics in Canada, foreign	EIC/SPP-700
Accelerators	
facilities	AEC/DRR-080
particle	AEC/DRR-075
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Access to information and privacy	
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federal policy	TBS/APB-120
implementation of the acts concerning	TBS/APB-145
legal interpretations	TBS/APB-115
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policy and procedures, NHW	NHW/SAP-030
policies and procedures/Transport Canada	DOT/DSE-050
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request statistics	CMH/GCC-040
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requests to Treasury Board Secretariat, Privacy	TBS/SEC-010
Statistics Canada	STC/MAN-575
Accidents	LAB/OSH-230
aircraft	DND/FSD-090
DND mobile equipment	DND/JAG-005
in the workplace, statistics	OHS/TES-030
involving explosives	DND/AMD-695
marine, information/investigation	DOT/MCI-150
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control of revenue and accounts receivable, federal	OCG/PDB-050
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Accounting records	
Bank of Canada	BOC/COM-340
Accounting statistics	
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Accounts and accounting (standard class of records)	
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Acoustics research	NRC/DPH-510
Actors	
statistics	STC/ECT-195
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government insurance and pension plans	INS/ACT-015
maximum tax actuarial reserves	INS/ACT-025
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Canada Labour Code/unjust dismissal	LAB/ASE-045
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	RCC/CPE-395
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NCC	NCC/FAB-100
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Administrative tribunals	
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Advertising	
federal government	DSS/CUI-205
on radio and television	CRT/BRO-015
practices that contravene CRTC policy	CRT/LEG-150
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complaints	CCA/BCP-120
legal metrology	CCA/BCA-050
Aerial photographs	
National Capital Region	NCC/PRB-075
Aerial survey database	EMR/SMB-430
Aerodromes, DND	DND/IPC-120
Aerodynamics	
high speed, research	NRC/NAE-475
low speed, research	NRC/NAE-480
Aeromet Facility Instrumentation	DOE/AES-345
Aeronautical charts	
publishing and sale	EMR/SMB-420
Aeronautical products, civil	
safety and approval	DOT/DAB-110
Aeronomy Newsletter	NRC/HIA-355
Aerospace industry see Space industry	DOC/TII-115
Affirmative action	
in the private sector	EIC/EMP-485
women's program	SSC/CCP-055
workplace	ASW/RES-015
Africa	
Canadian aid	IDA/BCD-565

Key Words	CoR No.
Africa, East	
Canadian aid	IDA/BCD-460
Africa, Southern	
Canadian aid	IDA/BCD-450
African Development Bank (AfDB)	
Canadian involvement	IDA/MVP-195
policies and programs	FIN/IFD-645
African Development Fund (AfDF)	
Canadian involvement	IDA/MVP-195
policies and programs	FIN/IFD-645
Agence de coopération culturelle et technique	
Canadian involvement	IDA/MVP-120
Agri-food industry	
marketing advice	DOA/MAE-265
strategic issues	DOA/SDM-410
Agricultural and Rural Development Act	FIN/EDD-450
Agricultural Employment Advisory Boards, Local	EIC/LMD-365
Agricultural products	
commodity market research	DOA/MAE-310
distribution and transportation	DOA/MAE-295
economic factors relating to supply, demand and pricing	DOA/MAE-315
engineering technology	DOA/RER-235
export control	DOA/FPI-160
export information	DOA/MAE-275
import control	DOA/FPI-155
market information	DOA/MAE-260
marketing board powers	DOA/MAE-255
processing	DOA/MAE-290
purchase and sale transactions	DOA/APB-590
safety, quality and nutritive value	DOA/RER-215
subsidy claims and payments	DOA/ASB-600
support prices	DOA/ASB-595
Agricultural Products Board	DOA/APB-590
Agricultural Service Centre Agreement (ASCA) Program	DOA/PFA-505
Agriculture	
Canada Farm Labour Pools	EIC/LMD-365
Canadian involvement in international research centres	IDA/MVP-120
Canadian youth in 4-H clubs	DOA/RDB-450
Caribbean seasonal workers	EIC/LMD-365
census	STC/AGR-445
Commonwealth liaison	DOA/RER-245
cooperatives and marketing boards	DOA/MAE-280
CSC institutional farms	CPS/ABD-155
demonstration farm	DOA/PFA-545
developing countries	DOA/SDM-390
development analysis and coordination	DOA/RDB-480
development policy and analysis	DOA/RDB-485
economic data	DOA/MAE-330
economic intelligence	DOA/RDB-490
emergency planning	DOA/SDM-385
employment strategies	EIC/LMD-365
energy policy and programs	EMR/CRB-275
environmental degradation	DOA/RER-210
evaluation of Department of Agriculture programs	DOA/SDM-415
farm management operations for veterans	VAC/VLA-115
federal-provincial agreements	EIC/LMD-365
federal-provincial conferences	DOA/RDB-495
intelligence	DOA/SDM-375
international aid	IDA/RVP-750
international organizations/food aid	IDA/MVP-175
international research/policies	IDA/MVP-155
international trade policy	DEA/EFFB-070

Key Words	CoR No.
(continued)	
land research	DOA/RER-195
liaison with industry and major NGOs	DOA/SDM-380
liaison with international organizations	DOA/SDM-375
Local Agricultural Employment Advisory Boards	EIC/LMD-365
market forecasting	DOA/MAE-310
marketing policy	FIN/EDD-485
Mexican seasonal workers	EIC/LMD-365
negotiations with agricultural organizations	EIC/LMD-365
policy development	FCC/ADM-005 FIN/EDD-480
price support	FIN/ECC-490
production costs and prices	FIN/EDD-490
provincial issues	DOA/RDB-495
public relations, Department of Agriculture	DOA/COM-335
publications	DOA/COM-340
research	IDR/AFN-005
research support services	DOA/RER-230
staffing of overseas agricultural projects	DOA/SDM-395
statistics and economics	FCC/ADM-045
status of women activities related to	DOA/RDB-500
technology research	DOA/RER-250
trade policy issues	DOA/MAE-300
trade statistics	DOA/MAE-305
water and climate research	DOA/RER-200
Agriculture, fish and food products	
production and marketing information	DEA/TFB-035
Aid see Assistance, international development	
Air carriers	
regulations	CTC/ATC-175
Air carriers, commercial	CTC/ATC-110
charter permits	CTC/ATC-130
documents of licence for	CTC/ATC-125
illegal activities	CTC/ATC-165
liability insurance	CTC/ATC-185
licence applications for	CTC/ATC-115
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special tariff permission	CTC/ATC-155
statistics and reports	CTC/ATC-180
tariff and schedule filings	CTC/ATC-160
tariffs	CTC/ATC-150
Air carriers, unlicenced	
illegal operations	CTC/ATC-170
Air cushion vehicles (ACV)	
general	DOT/MSS-240
technology research	NRC/DME-400
Air force see Defence, air	
Air navigation	
systems and aids requirements	DOT/AAN-070
Air passenger control	RCC/CPE-290
Air quality	
building standards	CMH/PDR-195
measurement instruments	DOE/EPS-235
mobile sources of pollution	DOE/EPS-215
pollutants	DOE/EPS-240
pollution control	DOE/EPS-255
pollution research	NRC/DCH-200
research	DOE/AES-310
research project	DOE/AES-315
surveillance monitoring	DOE/EPS-250
Air regulation infractions	DND/ADO-240
Air regulations and navigation orders	
enforcement policy and procedure	DOT/DEL-125
Air shows	DND/ISD-060

Key Words	CoR No.
Air traffic	
operations	DOT/DIC-095
services	DOT/DAT-075
Air traffic control, Armed Forces	DND/ADO-245
Air traffic controllers	
licensing	DOT/DIC-105
Air transportation	
free and reduced-rate	CTC/ATC-145
prices and conditions of carriage	CTC/ATC-150
tax pending legislation	RCC/EPE-080
transport statistics	STC/TRA-395
Air weapons safety	DND/ADO-250
Aircraft	
accidents and investigations, Armed Forces	DND/FSD-090
bird hazards	DOE/ECS-150
flight safety, armed forces	DND/FSD-095
inspections, operations and types	DOT/DIC-100
operated by Transport Canada	DOT/FSD-090
safety and approval/civil	DOT/DAB-110
stability research	NRC/NAE-500
tax rulings	RCC/EPE-005
Airlines, commercial	
operations	DOT/DIC-095
Airports	
civil heliports and STOL	DOT/AAA-085
customs inspection	RCC/CPE-290
navigation systems	DOT/AAN-070
policing	CMP/PRO-150
policing, RCMP	CMP/OPD-300
security	DOT/DAX-120
Airports and ports	
operation appraisal	RCC/CPE-165
Alarm and protective devices	
product control	CCA/BCA-075
Alaska Highway Gas Pipeline (see also Pipelines)	
industrial benefits	NPA/TRA-055
manpower	NPA/SEE-075
planning and construction in British Columbia	NPA/ADM-025
planning and construction in Yukon	NPA/ADM-020
Alberta Irrigation Rehabilitation Program	DOA/PFA-535
Alberta/Canada Energy Resources Research Fund (ACERRF)	EMR/DEX-040
Alcohol abuse	
information and community projects	NHW/HPD-320
Alcohol industry	
excise duties	RCC/EPE-075
ALERT system	RCC/CPE-350
Alexander Graham Bell Museum	NRC/DME-390
Algeria	
Canadian aid	IDA/BFD-610
Algology research	NRC/ARL-060
Alsands/Cold Lake project	FIN/CFD-525
Alternate energy see Energy	
Amateur sports	
registration for taxation	RCT/LEG-060
Ammunition and explosives, national defence	DND/AMD-700
Angola	
Canadian aid	IDA/BCD-540
Animal disease	
diagnostic service and research	DOA/FPI-005
prevention and control	DOA/FPI-025
protection from	DOA/RER-210
stress-related, prevention of	DOA/FPI-010

Key Words	CoR No.
Animals	
care and health of, research	NRC/BSC-075
export testing and certification	DOA/FPI-020
humane treatment during transport	DOA/FPI-010
import control	DOA/FPI-015
pest protection	DOA/RER-210
physiology research	NRC/BSC-100
products, statistics	STC/AGR-460
research	DOE/ECS-130
Annuities, Canadian government	
actuarial services	FIC/INS-160
administration of	FIC/NSB-605
administration systems	FIC/SYS-545
Anonymous letters to government officials	CMP/IDD-120
Antenna theory, research in	NRC/DEE-260
Anti-dumping	
enforcement of rulings	RCC/CPE-230
international	FIN/IER-590
investigations, complaints	RCC/CPE-210
investigations, foreign offices	RCC/CPE-245
laws	CIT/CIT-010
policies and procedures	RCC/CPE-240
provisions, excise	RCC/CPE-145
rulings on appeals	RCC/CPE-225
Anti-Inflation Board (AIB)	
effects on economy	FIN/SPA-090
operations	FIN/FPD-070
Appeals	
anti-dumping and valuation rulings	RCC/CPE-225
customs assessment	RCC/CPE-330
proceedings before the Pension Appeals Board	PAB/PAB-005
public servants	PSC/AIB-005
Tariff Board decisions	RCC/EPE-090
tariff classifications	RCC/CPE-170
Appliances	
product control	CCA/BCA-075
Arbitration	
Canada Labour Code/industrial relations	LAB/ASE-040
disputes in dairy and fruit and vegetable industries	DOA/FPI-050
Archaeology	
Museum of Man, research	NMC/MMB-515
policy	NMC/CMS-005
preservation and study of sites	NMC/CMS-005
Architecture	
acquisition of records	PAC/NMC-055
government master specifications	PWC/PWC-020
international aid	IDA/RVP-740
NCC projects	NCC/DEB-025
parallel system	NRC/DEE-255
selection for permanent retention	PAC/NMC-065

Key Words	CoR No.
Archives, national	
disposal of government records	PAC/RMM-180
Federal Records Centres	PAC/FRC-160
film, television, sound, enquiries on	PAC/FTS-040
film, television, sound, general information on	PAC/FTS-030
film, television, sound, permanent retention of	PAC/FTS-045
films, videotapes, sound recordings, acquisition of	PAC/FTS-035
foreign material relevant to Canada	PAC/LPO-150
government records	PAC/FAD-015
historical documents, acquisition and conservation	PAC/PAL-140
historical documents, acquisition and conservation of	PAC/DAO-005
historical records, federal	PAC/FAD-025
library, enquiries to	PAC/PAL-145
library, general information on	PAC/PAL-135
London and Paris offices	PAC/LPO-150
machine-readable information on federal institutions	PAC/MRA-095
manuscripts, acquisition of	PAC/MAD-070
medals and heraldry, acquisition of records on	PAC/PID-125
medals and heraldry records, retention of	PAC/PID-130
microfilm service	PAC/CMO-155
micrographic advisory services	PAC/RMM-185
micrographic standards	PAC/MSR-175
National Map Collection	PAC/NMC-050
National Personnel Records Centre	PAC/NPR-165
optical disc storage	PAC/ODA-190
paintings and drawings, acquisition of	PAC/PID-125
paintings and drawings, retention of	PAC/PID-130
participation in archival associations	PAC/DAO-010
photographic services	PAC/PSD-195
photographs, acquisition and preservation of	PAC/NPC-100
photographs, enquiries concerning	PAC/NPC-105
photographs, historical	PAC/NPC-110
picture and medal conservation	PAC/PCD-200
picture division, information on	PAC/PID-115
pictures, enquiries concerning	PAC/PID-120
policy issues	DOC/ACA-225
preservation and restoration of records	PAC/RCD-205
records management	PAC/DAO-005
records management services	PAC/RMM-180
reference and enquiries	PAC/FAD-020
reprographic development	PAC/MSR-175
research	PAC/MAD-075
storage of federal records	PAC/FRC-160
storage of personnel information	PAC/NPR-170
Arctic	
energy conservation for housing	EMR/CNP-225
environmental affairs	EMR/EVA-060
hydrocarbon transportation systems	NEB/ERW-030
Polar Continental Shelf, logistical support	EMR/PSP-445
Polar Continental Shelf Project	EMR/PSP-435
preservation of archaeology sites	NMC/CMS-005
scientific investigations	EMR/PSP-440
territorial lands under DIAND	INA/NAP-250
water pollution programs	DOE/EPS-270
Arctic Islands Liquified Natural Gas	
financial policy	FIN/ERP-420

Key Words	CoR No.
Armed Forces (see also Defence, land)	
acquisition of equipment, supplies	DND/SUB-670
amenity programs	DND/PSB-390
appointments	DND/DOC-430
badges and insignia	DND/DOC-410
bands	DND/DOC-435
base planning	DND/IPC-115
battle honours	DND/DOC-415
CANEX	DND/PSB-385
career matters	DND/CSA-520
ceremonies and celebrations	DND/DOC-420
chaplain services, Protestant	DND/CGP-470
chaplain services, Roman Catholic	DND/CRC-485
chaplain training, Protestant	DND/CGP-475
chaplain training, Roman Catholic	DND/CRC-480
civilian official position list	DND/OMD-160
civilian personnel services	DND/CPS-600
civilian training	DND/RET-380
clothing and personal equipment	DND/WEE-665
colours and flags	DND/DOC-425
commitments to UN operations	DND/MPO-305
communications equipment	DND/MCE-335
communications personnel	DND/MCE-330
Communiqué	DND/PCA-620
construction engineering	DND/CPB-710
dental records	DND/DSD-510
dental services	DND/DSD-505
documentation requirement	DND/PCA-630
dress regulations	DND/DOC-440
education of children	DND/DEP-465
employment of personnel	DND/MUD-565
employment of women	ASW/RES-030
engagement and re-engagement	DND/CSA-525
environment protection and pollution control	DND/CPB-715
export permits	DND/RDP-750
food services	DND/SUB-675
historical material	DND/DMH-070
honours and awards	DND/DOC-445
hospital and medical benefits	DND/CED-450
human rights and DND personnel	DND/PCA-605
inspection of equipment	DND/MQA-705
intelligence activities	DND/MIS-080
job descriptions	DND/CLD-595
language training	DND/OLD-640
machinery, vehicles, engines	DND/WEE-655
manpower programming	DND/MUD-575
manpower standards	DND/OMD-165
medical dental records	DND/SGB-490
medical, dental, veterinary equipment and supplies	DND/SGB-500
medical services	DND/SGB-495
military assistance	DND/RDP-760
military assistance to foreign countries	FIN/IFD-655
military communications systems development	DOC/REC-145
military compensation and benefits	DND/CED-455
military construction and maintenance consultant contracts	DCL/OPR-010
military construction and maintenance contracts	DCL/OPR-005
military construction and maintenance, solicitation of contracts	DCL/OPR-015
military engineering training	DND/MEO-320
military personnel records	PAC/NPR-165
mobile support equipment safety	DND/TRD-690

Key Words	CoR No.
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non-public funds	DND/PSB-400
officer classification	DND/MUD-560
officer development	DND/PDB-365
officer training	DND/PDB-350
official language plans	DND/OLD-635
organization orders	DND/OMD-155
patents, policy on	DND/RSD-740
pay allotments	DSS/ROS-070
pay and allowances	DND/CED-460
pensions for disability or death	VAC/CPC-010
personnel exchanges, loans, secondments	DND/MUD-570
personnel management information systems	DND/PCA-625
personnel newsletter	DND/PCA-615
personnel research	DND/PDB-360
personnel selection	DND/PDB-355
personnel trade evaluation	DND/MUD-585
physical education and recreation	DND/PSB-395
postal services	DND/TRD-685
postings and transfers	DND/CSA-515
Privacy Act information	DND/PCA-610
promotions	DND/CSA-530
public affairs activities	DND/ISD-065
publications, production and distribution of	DND/RSD-735
qualifications of officers	DND/MUD-580
rank structure	DND/CSA-535
record of activities	DND/DMH-075
recruitment	DND/RET-375
release of personnel	DND/CSA-540
remustering of tradesmen	DND/CSA-545
research and technology, applied	DND/RDB-725
research cooperation	DND/RDB-720
research on equipment and supplies	DND/RDB-730
reserve forces	DND/RCD-345
retirement of personnel	DND/CSA-550
revision of personnel classifications	DND/CLD-590
security	DND/MIS-085
service personnel	DND/MUD-555
training guidelines	DND/RET-370
transportation services	DND/TRD-680
weapons equipment	DND/WEE-645
Welfare Program and Services	DND/PSB-405
Armed Forces Day	DND/ISD-060
Arms control and disarmament	
policy and positions	DEA/IFB-125
Art	
acquisition and preservation	PAC/PID-125
acquisition of collections	NMC/NGC-145
	NMC/NGD-175
acquisition of historic Canadian art	NMC/NGB-130
acquisitions, National Gallery	NMC/NGF-240
	NMC/NGH-290
acquisitions of prints and drawings, National Gallery	NMC/NGE-210
Artists' files, National Gallery	NMC/NGD-190
conservation	NMC/NGE-215
conservation techniques, National Gallery	NMC/NGF-245
correspondence with artists regarding acquisition of art	NMC/NGB-130
exhibitions, National Gallery	NMC/NGE-205
	NMC/NGF-235
	NMC/NGG-275
	NMC/NGH-295
fine arts program, federal	PWC/PWC-015
individual research dossiers on, National Gallery	NMC/NGC-150

Key Words	CoR No.
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information on artists and paintings, National Gallery	NMC/NGE-250
loans from National Gallery	NMC/NGE-225
loans to exhibitions, governments, museums and galleries	NMC/NGA-115
	NMC/NGD-185
loans to government departments, museums, universities	NMC/NGC-160
loans to government offices, Prime Minister's residence, universities	NMC/NGF-265
loans to government residences, ministers' offices	NMC/NGB-135
loans to National Gallery	NMC/NGC-160
National Gallery exhibitions	NMC/NGC-140
	NMC/NGD-165
National Gallery loans	NMC/NGE-305
National Gallery publications	NMC/NGF-260
	NMC/NGG-280
permanent retention of	PAC/PID-130
photographic reproduction processes	NMC/NGD-170
preservation and restoration	PAC/PCD-200
	PAC/PCD-200
product control of artists supplies	CCA/BCA-075
research and researchers, National Gallery	NMC/NGF-270
research, Canadian historical	NMC/NGB-120
restoration and conservation	NMC/NGA-100
restorers, National Gallery	NMC/NGF-255
specific artists and paintings, National Gallery	NMC/NGF-250
statistics on artists	STC/ECT-195
Art Bank	CAC/ARB-155
Art Gallery, National see Museums; National Gallery of Canada	
Arts	
Artists' Directory	CAC/TOO-125
award case files	CAC/AAS-050
dance programs	CAC/DAS-055
evaluations	CAC/AAS-040
expert examiners	CPE/CPI-005
Explorations Program, activities of	CAC/EXP-065
Explorations Programs, applications to	CAC/EXP-070
export information	CPE/CPI-005
export permits, applications for	DOC/ACS-275
film programs	CAC/MAS-075
grants, enquiries on	CAC/AAS-025
grants, loans and tax certificates	DOC/ACS-275
grants, policy on	CAC/AAS-030
grants, short-term, travel and project cost	CAC/AAS-035
literary, reports and correspondence on	DOC/ACA-235
music programs	CAC/MUS-095
performing arts facilities	CAC/TOO-130
performing, reports and correspondence on	DOC/ACA-235
policy and information	CAC/ART-015
prizes and awards	CAC/ART-005
promotion in other countries	DEA/SFB-155
service contracts	CAC/TOO-135
theatre programs	CAC/THS-105
Touring Office grants	CAC/TOO-140
Touring Office programs	CAC/TOO-115
venture capital fund	CAC/TOO-120
video programs	CAC/MAS-080
visual	CAC/VAS-145
visual, reports and correspondence on	DOC/ACA-235
writing and publications	CAC/WPS-160

Key Words	CoR No.
Asian Development Bank (AsDB)	BOC/INT-225
Canadian involvement	IDA/MVP-210
policies and programs	FIN/IFD-645
Asian Development Fund (AsDF)	
Canadian involvement	IDA/MVP-210
policies and programs	FIN/IFD-645
Assiniboine River Diking Program	DOA/PFA-540
Assistance, emergency	
international	IDA/YVP-025
Assistance, financial (see also Grants; Subsidies; Loans; Fellowships)	
administration of justice	JUS/JUS-035
African development	IDA/MVP-195
agricultural product support prices	DOA/ASB-595
Alberta irrigation works	DOA/PFA-535
amateur sports	NHW/FAS-415
Asia and the South Pacific	IDA/MVP-210
book publishers	DOC/ACS-250
businesses/native peoples	INA/IIA-120
Canada Assistance Plan	NHW/ISP-395
Canada Mortgage Renewal Plan	CMH/ISO-140
Canadian studies	SSC/CCP-085
Caribbean	IDA/MVP-205
Caribbean and Latin America	IDA/MVP-200
CIDA and NGOs	IDA/SVP-220
CIDA, NGOs division of	IDA/SVP-250
CIDA/overseas projects	IDA/SVP-225
civilian and war veterans allowances	VAC/WVA-010
clubs, 4-H	DOA/RDB-450
cultural organizations	DOC/ACS-265
dairy farmers	CDC/MOP-090
developing countries/World Bank	IDA/MVP-215
disabled student loans	SSC/ESP-010
drought-proofing	DOA/PFA-555
drug, alcohol and tobacco research	NHW/HPD-330
family planning	NHW/HSD-280
farm loans to native peoples	FCC/ADM-125
farming	FCC/ADM-080
feed transport	DOA/RDB-475
ferry and coastal services	DOT/DWD-280
film industry	CFD/ADM-020
fitness, to encourage	NHW/FAS-420
fruit and vegetable storage	DOA/MAE-255
grain producers	DOA/SDM-350
grants and loans to veterans	VAC/VLA-060
health research	NHW/ERD-335
housing	CMH/PSO-055
	CMH/PSO-055
housing and community planning scholarships	CMH/PDR-190
housing technology	CMH/PDR-200
housing/native peoples	INA/IIA-085
housing/scholarships	CMH/PDR-190
human rights development	SSC/CCP-035
industrial technology	NRC/TTR-720
industry	NRC/TTR-710
labour education	LAB/ERC-205
learned journals	SHR/IRC-125
management development/native peoples	INA/IIA-095
medical research	MER/PRB-030
medical research scholarships	MER/PRB-065
mortgage interest deferral	CMH/ISO-135
mortgage rate protection	CMH/ISO-160
native peoples/economic development	RIE/NED-325
NRC	NRC/EXE-025
official languages, to provinces	SSC/OLP-030

Key Words	CoR No.
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prairie water and land resource development	DOA/PFA-515
scholarly associations	SHR/IRC-135
sire loan programs	DOA/RDB-440
social sciences and humanities research scholarships	SHR/FEL-225
to ethnic and visible minority community groups	SSC/CCP-050
to municipalities and provinces for residential land	CMH/PSO-085
to municipalities for residential land	CMH/PSO-080
to museums and art galleries	NMC/NPG-080
to veterans	VAC/VLA-080
to veterans for housing	VAC/VLA-085
to voluntary women's groups	SSC/CCP-055
veterans	VAC/VSB-035
veterans/land purchase	VAC/VLA-055
war veterans	VAC/VSB-045
waterfowl crop loss	DOA/SDM-365
wheat farmers	DOA/SDM-370
Assistance, international development	
Africa, regional aid	IDA/BCD-565
agriculture	IDA/RVP-750
Algeria	IDA/BFD-610
Angola	IDA/BCD-540
architecture	IDA/RVP-740
Bangladesh	IDA/BSD-270
Barbados	IDA/BMD-425
Belize	IDA/BMD-410
Benin	IDA/BFD-660
Bolivia	IDA/BMD-350
Botswana	IDA/BCD-455
Brazil	IDA/BMD-395
Burkina Faso	IDA/BFD-585
Burma	IDA/BSD-325
Burundi	IDA/BFD-670
Cameroons	IDA/BFD-635
Canadian and international organizations	IDA/YVP-020
Canadian involvement/conferences	IDA/MVP-125
Cape Verde Islands	IDA/BFD-605
Caribbean region	IDA/BMD-440
Central African Republic	IDA/BFD-680
Chad	IDA/BFD-580
Chile	IDA/BMD-400
China	IDA/BSD-335
Columbia	IDA/BMD-340
Congo	IDA/BFD-645
construction	IDA/RVP-745
contracts/CIDA	IDA/RDG-690
coordination	FIN/IFD-660
Costa Rica	IDA/BMD-360
demography and human settlements	IDA/RVP-795
Dominican Republic	IDA/BMD-405
East African community	IDA/BCD-460
Ecuador	IDA/BMD-345
education	IDA/RVP-780
Egypt	IDA/BCD-550
El Salvador	IDA/BMD-365
energy	IDA/RVP-730
Ethiopia	IDA/BCD-560
evaluation of CIDA programs	IDA/YVP-090
extent and nature	IDA/YVP-065
federal government	IDA/YVP-005
fisheries	IDA/RVP-765
food procurement and transportation	IDA/RDG-700

Key Words	CoR No.
(continued)	
forestry	IDA/RVP-755
Gabon	IDA/BFD-663
Ghana	IDA/BCD-465
Guatamala	IDA/BMD-370
Guinea-Bissau	IDA/BFD-600
Guinea, Republic of	IDA/BFD-675
Guyana	IDA/BMD-415
Haiti	IDA/BMD-390
health and population	IDA/RVP-785
Honduras	IDA/BMD-375
India	IDA/BSD-275
Indonesia	IDA/BSD-330
industrial cooperation	IDA/AVP-105
industrial cooperation/private sector	IDA/AVP-110
industrial services	IDA/RVP-770
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Maritius Island	IDA/BCD-485
Mauritania	IDA/BFD-595
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Morocco	IDA/BFD-625
Mozambique	IDA/BCD-545
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Nicaragua	IDA/BMD-380
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Nigeria	IDA/BCD-490
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Peru	IDA/BMD-355
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Rwanda	IDA/BFD-640
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Swaziland	IDA/BCD-515
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construction of Prairie municipal water and sewer facilities	DOA/PFA-505
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Assisted Rental Plan (ARP)	CMH/ISO-110
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Astronomy research	NRC/HIA-340
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licensing	AEC/DRR-035
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NRC material	NRC/EXE-020
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Revenue Canada, Taxation	RCT/IAE-025
Auditor General's Act	OCG/PDB-060
Audits (standard class of records)	
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Audits	
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Industrial Incentive Programs	RCC/CPE-205
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NRC	NRC/EXE-010
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Audits, national	
policies, procedures and guidelines, EIC	EIC/IAB-015
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policies, procedures and guidelines, EIC	EIC/IAB-020
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Auto Pact	
effects on economy	FIN/SPA-090
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Automated Responsive Audit Service Program	RCC/EPE-045
Automatic Lookout Enquiry and Report (ALERT)	RCC/CPE-350
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Aviation	
medicine	DOT/DAM-130
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Aviation, civil	
communications and navigation aids	DOT/DFS-080
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Awards	
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federal incentive	TBS/APB-110
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foreign nationals	DEA/SFB-150
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visiting professorships	MER/PRB-105
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Awards for Young Composers	CAC/ART-005

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Bank Act	
administration	FIN/IGB-020
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Inspector General of	FIN/IGB-005
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Barbados	
Canadian aid	IDA/BMD-425
Bargaining rights	
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Base Federal Sales Tax	FIN/TAC-745
Battlefields	
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Benevolent funds	
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Bilingualism	
National Capital Region	NCC/SEC-005
Billing control	
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Atlantic Research Laboratory	NRC/ARL-050
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Budget, federal	
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pension adjudication	VAC/BPA-005
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Canadian aid	IDA/BFD-585
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Canadian aid	IDA/BSD-325
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Business	
and labour relations	RIE/POL-215
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Federal Business Development Bank accounts	BDB/FLS-030
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financing sources	BDB/FLS-015
fraud	CMP/CID-045
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income tax policy	FIN/TPL-720
information services	BDB/MTS-060
international aid	IDA/RVP-770
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loan and guarantee financing	BDB/FLS-020
management counselling	BDB/MTS-055
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non-resident taxes	FIN/TPL-725
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Cabinet documents, analysis of economic content	TBS/PRB-535
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interventions regarding applications for licence	CRT/SEC-050
legal advice on major issues	CRT/LEG-145
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Canada Benefits	
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Canada-Brazil Technical Cooperation Program	DOC/TIA-085
Canada Canoe Festival	NCC/PAB-045
Canada Centre for Mineral and Energy Technology	EMR/CAB-450
Canada Centre for Remote Sensing	EMR/RSB-470
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Canada Corporations Act	
law research	LRC/LRS-060
Canada Council Medal	CAC/ART-005
Canada Deposit Insurance Act	CDI/MIS-010
Canada Development Investment Corporation (CDIC)	
assistance administration	FIN/CFD-530
Canada Employment Centres, clerical procedures in	EIC/SYS-520
Canada Explosives Act	
administration	EMR/CAB-455
Canada Farm Labour Pools	EIC/LMD-365
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Canada Home Renovation Program (CHRP)	CMH/PSO-095
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Canada Lands (see also Crown land; Land)	
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oil and gas resource evaluation	EMR/CGA-090
parks and historic sites	DOE/PKS-010
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grants	CMHC/ISO-140
Canada Oil and Gas Act	EMR/DEX-040
Canada Oil and Gas Lands Administration	EMR/CGA-065
Canada Oil and Gas permits	FIN/FPR-260
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Canada Pension Plan (see also Income security programs)	
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Canada Student Loans Program	FIN/GFD-780
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Canada/USSR Economic Cooperation Agreements and Mixed Commission	EMR/DEX-025
Canadair	
assistance administration	FIN/CFD-530
Canadarm Program	NRC/NAE-495
Canadian accident injury reporting and evaluation (CAIRE)	CCA/BCA-070
Canadian Armed Forces see Armed Forces	
Canadian Astronaut Program	NRC/NAE-495
Canadian Bankers' Association	BOC/INT-270
Canadian Book Exchange Centre	
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Canadian books	
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Canadian Classification and Dictionary of Occupations	EIC/EMP-455
Canadian Computer Communications Task Force	BOC/MFA-160
Canadian Conservation Institute	NMC/NPG-070
Canadian content	
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radio and television	CRT/BRO-055
violations, TV and radio	CRT/LEG-155
Canadian Dairy Commission	
stabilization of costs	FIN/EDD-490
Canadian Electrical Association	EMR/CNP-215
	EMR/CNP-225
Canadian Forces Exchange System (CANEX)	DND/PSB-385
Canadian Forces Superannuation Act	DND/JAG-020
Canadian General Standards Board	CCA/BCA-015
	CCA/BCA-025
Canadian Government Annuities	
actuarial services	EIC/INS-160
administration of	EIC/NSB-605
systems supporting administration of	EIC/SYS-545
Canadian government master specifications	PWC/PWC-020
Canadian Grain Commission	DOA/CGC-585
Canadian Health Act	FIN/SPD-325
Canadian Health and Disability Survey	STC/HLT-115
Canadian Heritage Information Network	NMC/NPG-065
Canadian Home Insulation Program (CHIP)	CMH/CTS-340
Canadian Homeownership Stimulation Plan	
grants	CMH/ISO-140
Canadian Import Tribunal	
enforcement	RCC/CPE-230
Canadian Industrial Renewal Board	RIE/CIR-290
Canadian International Development Agency (CIDA)	
financial programs	FIN/IFD-620
Canadian library holdings	NLC/PSB-090
Canadian Merchant Marine	
policy development	FIN/EDD-470
Canadian Milk Supply Management Committee	CDC/COM-025
Canadian missions abroad	
customs tariff, trade talks	RCC/CPE-245
Canadian National Railway bonds	BOC/DED-300
	BOC/PDD-305
retirement of	BOC/PDD-325
Canadian Nationals Act	SSC/CCP-045
Canadian Occupational Projection System (COPS)	EIC/SPP-635
Canadian Oil Substitution Program (COSP)	EMR/DEX-035
Canadian ownership	
petroleum industry	EMR/EPS-170

Key Words	CoR No.
Canadian Ownership and Control Determination (COCD)	
Act	EMR/PNA-110
	EMR/PNA-120
general	EMR/PNA-115
policy	EMR/PNA-120
Canadian Ownership Rate and Control Status Program	EMR/PNA-115
Canadian participation in Commonwealth programs and activities	DEA/IFB-120
Canadian participation in international, social and humanitarian activities	DEA/SFB-200
Canadian participation in U.N.	
social and humanitarian activities	DEA/IFB-115
Canadian Police College	CMP/TRN-240
Canadian Police Information Centre (CPIC)	CMP/RSU-220
liaison services	CMP/RSU-195
Canadian studies	
grants for preparation of research tools	SHR/STR-085
technical and financial assistance	SSC/CCP-085
Canadian Transport Commission	
policy development	FIN/EDD-470
Canadian unity	
program development and implementation	DSS/CUI-200
Canadian War Museum	
publications	NMC/MMG-670
Canadian Work Place Automation Research Centre	DOC/REA-190
Canadianization	
petroleum industry	EMR/EPS-170
Canals (see also Heritage canals)	
Canso Waterway information	DOT/MAW-165
St. Lawrence Seaway	SLS/ESB-080
St. Lawrence Seaway	SLS/OMB-080
CANDIDE	ECC/CRA-010
CANDU	
design standards	AEC/ASB-095
prospective purchasers	AEB/RRB-260
Canertech	EMR/CRB-255
Cannabis (see also Drugs)	
control policies/health	NHW/CDC-160
Canrail	CTC/RES-315
Canso Canal	
waterway information	DOT/MAW-165
Cape Verde Islands	
Canadian aid	IDA/BFD-605
Capital Cost Allowance Programs	
communications	DOC/ACS-260
federal income tax	FIN/CRT-760
Capital income, taxation of	ECC/CRA-015
Capital markets	
Atlantic region	BOC/SEC-005
developments in foreign countries	BOC/INT-220
federal government	FIN/FIM-145
foreign	BOC/SEC-060
international	BOC/INT-210
Capital stock, manufacturing	
statistics	STC/SCT-470
Career-Access Program	EIC/LMD-400
Career Assignment Program (CAP)	PSC/MCP-070
Careers Canada	EIC/EMP-445
Careers Provinces	EIC/EMP-445

Key Words	CoR No.
Cargo	
St. Lawrence Seaway	SLS/FAB-025
Cargo control	
customs and excise	RCC/CPE-265
Cargo Test Package	RCC/CPE-370
Caribbean Development Bank (CDB)	
Canadian aid	IDA/MVP-205
policies and programs	FIN/IFD-645
Caribbean region	
Canadian aid	IDA/BMD-440
	IDA/MVP-200
Carrier control	
customs and excise	RCC/CPE-260
Carriers, motor	
general information, regulations	DOT/DSH-260
CASE	BDB/MTS-055
Cash projections	
Government of Canada	BOC/SEC-065
Cash reserves	
banks	FIN/IGB-030
management	BOC/SEC-035
management studies	BOC/SEC-070
Catalysis, research in	NRC/DCH-200
Cell biophysics research	NRC/BSC-090
Cell physiology research	NRC/BSC-070
Censorship	
inmates' correspondence, reading material and telephone calls	CPS/PSD-425
Census	
agriculture	STC/AGR-445
data on EIC programs	EIC/SPP-625
operations	STC/COP-015
socioeconomic information	NHW/PPI-075
Central African Republic	
Canadian aid	IDA/BFD-680
Central agencies	
services supporting departmental programs	TBS/APB-030
CEPACS	RCC/CPE-315
Ceremonial services	
RCMP	CMP/TRN-235
Ceremonies and celebrations	
DND participation in	DND/DOC-420
Ceremonies and memorials	
planning/veterans	VAC/DVA-010
Certification	
animal exports	DOA/FPI-020
films and videotapes	DOC/ACS-255
meat exports and imports	DOA/FPI-090
products and services	DSS/HSO-045
seed potato exports	DOA/FPI-125
seed potatoes	DOA/FPI-115
Certification and testing	
conformity of standards	SDC/NSB-010
Chad	
Canadian aid	IDA/BFD-580
Champlain Bridge	
administration	SLS/JCB-130
Chaplains	
penal institutions	CPS/CHA-265
Charitable organizations	
registration for taxation	RCT/LEG-060
Chartered banks see Banks	
Charts see Maps and charts	
Chemical engineering research	NRC/DCH-175

Key Words	CoR No.
Chemical industry	
records	STC/IND-335
Chemical physics spectroscopy	NRC/DCH-180
Chemical processes	
pollution sources	DOE/EPS-220
Chemicals	
environmental effects	DOE/EPS-275
hazards in the workplace	NHW/EHD-190
	OHS/ISS-005
industrial hazards	OHS/TES-010
standards for food safety	NHW/FDI-110
toxic control	DOE/EPS-300
Child Tax Credit	
financial policy	FIN/SPD-375
Child Tax Exemption	
financial policy	FIN/SPD-375
Children	
grants for research on	SHR/STR-075
product control for	CCA/BCA-075
veterans' benefits and allowances	VAC/CPC-030
Children's diseases	
medical research awards	MER/PRO-005
Children's literature	
National Library collection	NLC/PSB-115
prizes	CAC/ART-005
Chile	
Canadian aid	IDA/BMD-400
China	
Canadian aid	IDA/BSD-335
Citizenship	
courts	SSC/CCP-045
registration and promotion	SSC/CCP-045
Citizenship Act of 1977	SSC/CCP-045
Civil aviation	
international	CTC/ATC-135
legislation	CTC/ATC-175
Civil disorder	SGC/PSB-035
Civil Service Insurance Act	INS/ADM-030
Civilian War Pensions allowance	VAC/VSB-045
Civilians	
pensions for wartime service	VAC/CPC-035
war pension allowances	VAC/WVA-010
Claims	
DND, by or against	DND/JAG-010
native peoples	INA/ONC-365
native peoples/western arctic	INA/CPS-030
native persons/research	NLC/PSB-105
Classification of positions (standard class of records)	
see institution identifier with 919, if available, in chapter concerning relevant institution	
Clemency	
legal matters and statistics	NPB/NPB-010
Royal Prerogative of Mercy	NPB/NPB-020
Climatology	
general	DOE/AES-455
Clothing and footwear	
tax exemptions	RCC/EPE-085
	RCCE/EPE-085
Clothing industry	
general	RIE/OIA-045
Clothing see Textiles and clothing	TCB/AOP-005

Key Words	CoR No.
Coal	
beneficiation	NRC/DCH-175
new technologies	EMR/CNP-235
policies and programs	EMR/CNP-230
publications and correspondence	NEB/ESB-320
research files	NRC/ARL-055
resource development	EMR/DEX-045
Coast Guard	
fleet operation and maintenance	DOT/MFS-180
ice operations	DOT/MSR-190
marine navigation aids	DOT/MTE-175
search and rescue	DOT/MSR-185
Coastal and offshore engineering research	NRC/DME-415
Coffins	
tax remission	RCC/EPE-085
Coins	
advertising	RCM/CNP-035
and medallions	BOC/DED-300
circulating, issue to banks of	RCM/MAM-085
foreign, contracts for production of	RCM/INM-005
Gold Maple Leaf Bullion	RCM/BRS-015
inventories and shipping	RCM/MAM-080
market research	RCM/MRD-010
quality standards	RCM/QAA-095
striking and processing	RCM/CAM-050
worn and mutilated	RCM/MAM-090
Collective agreements	
federal and provincial	LAB/LDB-155
preventive mediation	LAB/MCB-075
Collective bargaining	
federal jurisdiction	CLR/OPS-005
formation of Crown Corporations	CLR/OPS-030
industrial relations information	LAB/IRI-145
negotiations	LAB/MCB-060
research, federal industries	LAB/PPT-030
settlements/statistics	LAB/LDB-160
technological change	CLR/OPS-030
terms and conditions of employment	CLR/OPS-035
Collective bargaining, public service	
application for certification	TBS/SRB-445
appointment of a mediator	SRB/OMD-135
certification of bargaining agents	SRB/OSR-020
establishment of a conciliation board, requests for	SRB/OMD-140
exclusions from bargaining units	TBS/SRB-445
information on public servants	SRB/PRB-010
request for a conciliator	SRB/OMD-130
revocation of certified bargaining agents	SRB/OSR-025
College and University Programs in Canada	EIC/EMP-445
Columbia	
Canadian aid	IDA/BMD-340
Combines	
general	CCA/BCP-110
Combines Investigation Act	CCA/BCP-110
hearings under	RTP/COM-005
interpretation	CCA/BCP-120
prosecutions under	CCA/BCP-115
Combustion sources	
pollution	DOE/EPS-235
Commemoration and special events	
wars, memorials and pilgrimages	VAC/DVA-010
Commercial entry systems	
customs	RCC/CPE-345
Commercial goods	
entry assessment	RCC/CPE-330

Key Words	CoR No.
Commissioner of Official Languages	
studies and reports	TBS/OLB-250
Commissions of Enquiry	
RCMP	SGC/PSB-005
Commodity agreements	
international	BOC/INT-210
international policy	DEA/EFFB-070
Commodity and trade agreements	
international	DEA/JCX-015
Commodity coding	
excise tax	RCC/EPE-045
Commodity taxes	FIN/TAC-740
Common Services Review Board	TBS/APB-030
Commonwealth	
Canadian administration and funding of programs	IDA/MVP-145
Canadian participation in programs and activities	DEA/IFB-120
policy and programs	FIN/IFD-630
Commonwealth Agricultural Bureaux	DOA/RER-245
Commonwealth Games	
temporary entry to Canada for	EIC/IMM-090
Commonwealth Science Council	DOA/RER-245
Commonwealth War Graves Commission	VAC/VSB-035
Communicable diseases	
quarantine services	NHW/HAS-240
Communications (see also Telecommunications)	
analog and digital systems	DOC/REC-130
behavioural research	DOC/REI-155
civil aviation	DOT/DFS-080
corporate affairs	CCA/BPC-155
DOC Information Services planning and management	DOC/PLS-070
extension of services	DOC/PLB-040
federal-provincial and regional relations	DOC/PLR-065
information technology research	DOC/REI-150
legislative processes and strategic planning	DOC/PLP-075
marine	DOT/MTE-175
military systems development	DOC/REC-145
office automation	DOC/PLB-030
planning, development and information/ DIAND	INA/ADM-390
relations with other nations	DOC/PLI-015
research program and policy planning	DOC/RER-185
security	SIS/DDS-015
space electronics	DOC/RES-165
statistics	STC/SER-430
technological trends and priorities	DOC/TIP-080
technology, policies, programs and proposals	DOC/PLB-030
Communications Electronic Security (COMSEC) program	DOC/SCS-280
Community health services	
program development	NHW/HSD-265
Community planning	
scholarships	CMH/PDR-190
Community residential centres	
parole supervision	CPS/SCP-290
Community Resource Organization Program (CROP)	CMH/PSO-055
Community services and facilities	
native peoples	INA/IIA-090
Community Services Contribution Program	CMH/PDR-220
	FIN/FPR-270

Key Words	CoR No.
Compensation	
federal employees and prison inmates	LAB/OSH-235
Complaints	
against RCMP	CMP/CHD-085
anti-dumping	RCC/CPE-210
banks	FIN/IGB-020
Canada Labour Code/labour standards	LAB/ERC-185
consumer products, packaging and labelling	CCA/BCA-015
consumer protection	CCA/BCA-045
customs operation	RCC/CPE-165
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fur garment making	CCA/BCA-020
inflation	FIN/FPD-075
injurious importation of subsidized goods	RCC/CPE-220
labelling of electrical products	CCA/BCA-005
marketing practices	CCA/BCP-120
patents	CCA/COA-100
precious metals	CCA/BCA-020
products	CCA/BCA-075
regarding telecommunications carriers	CRT/TEL-120
standard industrial classification	CCA/BCP-115
textile labelling	CCA/BCA-025
unfair labour practices	CLR/OPS-010
Urea Formaldehyde insulation	CCA/UFI-175
Complexe Guy Favreu, Montréal	
housing design	CMH/NOS-165
Composers	
statistics	STC/ECT-195
Comprehensive Milk Marketing Plan	CDC/COM-025
Comprehensive Tracking System	EIC/INS-285
Compressed Natural Gas (CNG)	EMR/CNP-240
Computer-aided design	NRC/DEE-255
Computer-aided learning	NRC/DEE-275
Computer graphics research	NRC/DEE-255
Computer image processing	
art	NMC/NGD-170
Computer modelling and simulation	NRC/DME-395
Computer services	
role of banks	BOC/MFA-170
Computer systems/services see EDP	
Computerized information system	
health and safety topics	OHS/ISS-005
Computerized information systems	
EIC	EIC/SYS-555
Computerized manufacturing	
research in	NRC/DME-430
Conciliation and mediation	
Canada Labour Code/industrial relations	LAB/MCE-050
Concrete	
St. Lawrence Seaway	SLS/EMW-105
Condominiums	
sale of repossessed	CMH/ISO-155
Conferences	
federal policy and guidelines	TBS/APB-040
housing	CMH/GCC-030
human rights	HRC/PPB-030
International Air Transport Association	CTC/ATC-140
international labour	LAB/IRB-085
international scientific	NRC/GEN-750
NRC	NRC/EXE-020
program evaluation	OCG/PEB-140
social sciences and humanities, aid for	SHR/IRC-130
Conflict of interest	
corporate affairs	CCA/DRG-165

Key Words	CoR No.
Congo	
Canadian aid	IDA/BFD-645
Connections; An Energy Strategy for the Future	ECC/PAA-040
Conservation	
art on paper	NMC/NGE-215
artifacts, Museum of Man	NMC/MMA-480
Canadian Institute of	NMC/NPG-070
energy	EMR/CNP-210
energy and oil substitution	EMR/CRB-250
energy by federal departments	EMR/CRB-270
energy, federal government programs	EMR/CRB-280
energy in commercial, industrial, institutional and residential sectors	EMR/CRB-255
Gatineau Park	NCC/PAB-035
Museum of Man	NMC/MCC-540
	NMC/MMB-510
	NMC/MMD-570
	NMC/MME-600
	NMC/MMF-630
	NMC/MMG-660
Museum of Natural Sciences	NMC/NSD-390
	NMC/NSF-425
Museum of Science and Technology	NMC/MST-690
natural sciences specimens	NMC/NSC-365
of artifacts	NMC/NPG-050
Ottawa Greenbelt	NCC/PRB-070
Restoration and Conservation Laboratory	NMC/NGA-100
technology transfer of energy conservation material	EMR/CNP-225
transportation energy	EMR/CNP-240
works of art	NMC/NGD-195
works of art, National Gallery	NMC/NGF-245
Conservation and renewable energy	
demonstration agreements and programs	
financial policy	FIN/ERP-400
regional operations	EMR/CRB-260
(CREDA/CREDP)	EMR/CNP-245
Constitutional Review Program	SSC/CCP-070
Construction and maintenance	
government liaison	NCC/SEC-010
Ports Canada facilities	CPC/POR-010
Construction industry	
capital expenditures statistics	STC/SCT-475
current investment indicators	STC/SCT-480
federal government	PWC/PWC-025
housing standards	CMH/NOS-170
human resource planning	EIC/LMD-360
international aid	IDA/RVP-745
NCC projects	NCC/SEC-020
negotiations with	EIC/LMD-360
plans for St. Lawrence Seaway	SLS/ESB-110
relocation for St. Lawrence Seaway	SLS/ESB-060
St. Lawrence Seaway	SLS/ESB-090
statistics	STC/IND-370
union transactions	EIC/LMD-360
Construction materials	
remission of sales and excise tax	RCC/EPE-085
taxable status	RCC/EPE-030
Consular operations	
Canadian	DEA/SFB-195
Consular policy	
Canadian	DEA/SFB-190
Consumer advocacy and representation programs	CCA/BCA-030

Key Words	CoR No.
Consumer choice	
general information	CCA/BPC-125
Consumer credit markets	BOC/MFA-125
Consumer feedback to business	CCA/BCA-045
Consumer finance	
survey	STC/HLD-055
Consumer help offices	
funding	CCA/BCA-035
Consumer loan companies	
balance-sheet data	BOC/MFA-110
reports and returns	BOC/MFA-150
Consumer products	
chemical and microbiological hazards	NHW/EHD-190
packaging and labelling	CCA/BCA-015
precious metals and fur garment making	CCA/BCA-020
radiation hazards	NHW/EHD-210
textile labelling	CCA/BCA-025
Consumer protection	
choice	CCA/BPC-125
enforcement programs	CCA/BCA-040
investigations and prosecutions	CCA/BCA-040
legislation and regulations	CCA/BPC-130
market intelligence, issues and projects	CCA/BCA-045
product control	CCA/BCA-075
product safety	CCA/BCA-070
product testing	CCA/BCA-080
refund return policies	CCA/BCA-045
Contaminants control	DOE/EPS-275
Contraband and dangerous substances	
penal institutions	CPS/OSD-360
Contract administration	
federal government	DSS/DCS-190
Contracting	
federal government	DSS/DCS-185
Contracts	
establishment of federal authority levels	TBS/APB-045
Conveyor systems	
government master specifications	PWC/PWC-020
Cooperation and liaison (standard class of records)	
see institution identifier with 904, if available, in chapter concerning relevant institution	
Cooperative credit associations	
general information	FIN/FIM-150
Cooperative housing see Non-profit and cooperative housing	
Copyright	
authors' and designers' works	CCA/COA-095
museum publications	NMC/CMS-020
National Gallery publications	NMC/NGD-180
policy development	DOC/ACC-245
research	CCA/BPC-145
Copyright Act	CCA/COA-095
Cordilleran Geology	
activities, management and operations	EMR/GSC-390
Cornwall Canal see St. Lawrence Seaway	
Corporate analysis	
case studies	FIN/CFD-507
liaison with business and financial communities	FIN/CFD-505
Corporate finance	
general information	FIN/CFD-520
quarterly reporting	FIN/CFD-515

Key Words	CoR No.
Corporate taxes	
assessment of returns	RCT/PSB-140
Corporations	
general information	CCA/COA-090
income tax	FIN/CRT-765
quarterly financial reports	FIN/CFD-515
taxation data	STC/IOF-435
Corporations and Labour Unions Returns Act (CALURA)	LAB/LDB-150
financial data	STC/IOF-440
Correctional Investigator	
liaison	CPS/IGB-125
Correctional services	
policies of	OCI/CIN-025
staffing	SGC/POL-070
statistics	STC/CCJ-125
Corrections	
general operations of	NPB/NPB-005
issues	SGC/POL-075
Corrosion Control Program	NEB/PEO-065
Cosmetics	NHW/DDI-135
Health and Welfare field activities	NHW/FOD-215
Cost-of-living	
statistics	STC/PRI-415
Cost-shared programs	
expenditure reductions	FIN/FPR-240
financing	FIN/FPR-225
National Capital Region	NCC/SEC-020
Costa Rica	
Canadian aid	IDA/BMD-360
Countervailing duties	
complaints	RCC/CPE-220
policies and procedures	RCC/CPE-240
Courier control	RCC/CPE-305
Courts martial	DND/JAG-035
Credit	
guarantees	ECC/PAA-070
market structure programs	CCA/BPC-135
submissions analysis and research/support groups	BDB/FLS-040
Credit unions	
balance-sheet data	BOC/MFA-110
Inspector General of banks	FIN/IGB-005
payment systems	BOC/MFA-155
reports and returns	BOC/MFA-150
Cree/Naskapi (see also Native peoples)	
economic development/Québec	INA/CPS-025
Crew lists and manifests	
regulations and procedures	EIC/IMM-070
Crime	
commercial	CMP/CID-045
	CMP/OPD-270
community prevention schemes	CMP/OPD-265
criminal intelligence services	CMP/CIS-095
customs infringements	RCC/CPE-155
identification of criminals	CMP/IDD-105
index services	CMP/OPD-330
information on organized crime	CMP/CID-075
international	CMP/FSD-015
international, Interpol	CMP/CID-080
offences of travellers entering Canada	RCC/CPE-285
organized, RCMP intelligence services	CMP/OPD-280
prevention through identification services	CMP/OPD-335
records of offences	STC/CCJ-140
studies	SGC/POL-080
taxation investigations	RCT/PSB-235

Key Words	CoR No.
(continued)	
unsolved	CMP/RSC-220
Crime reporting	
records	STC/CCJ-140
Criminal Code	
prosecutions in Northwest and Yukon Territories	JUS/JUS-005
research	LRC/LRS-015
review	SGC/PSB-015
Criminal courts	
statistics	STC/CCJ-130
Criminal histories	CMP/IDD-105
Criminal intelligence services	
against organized crime	CMP/OPD-280
Criminal Intelligence Services Canada	CMP/CIS-095
Criminal justice system	
correctional matters	NPB/NPB-005
diversion	SGC/POL-090
information	SGC/POL-085
issues	SGC/POL-075
public attitudes	SGC/POL-110
special offenders	SGC/POL-115
Criminals	
personal histories	CMP/OPD-330
Crop Damage Prevention Program	DOA/SDM-365
Crop insurance	
stabilization of costs	FIN/EDD-490
Crops	
advance payments	DOA/MAE-255
demonstration farm	DOA/PFA-545
improvement of quality and production efficiency	DOA/RDB-420
insurance	DOA/SDM-355
loss assistance programs	DOA/SDM-360
new varieties and production practices	DOA/RDB-425
protection from pests	DOA/RER-210
quality and production efficiency	DOA/RER-225
research in processing	NRC/PBI-565
statistics	STC/AGR-450
wheat crop loss	DOA/SDM-370
Crown corporations	OCG/PDB-085
administration and financial management	FIN/CCD-535
administration, financial management, programs	TBS/PRB-570
analysis of plans, budgets, legislation concerning	TBS/PRB-565
Economic Council	ECC/CRA-020
investments management	RIE/BSP-185
monitoring in energy area	EMR/EPS-200
privatization	FIN/CCD-540
privatization of	TBS/PRB-560
task force on legislation	FIN/CCD-545
Transport Canada	DOT/COD-025
Crown investments	
general/DRIE	RIE/BSP-180
Crown lands see Canada Lands; Land	
Crown projects	TBS/APB-105
Crown property	
surplus	PWC/PWC-085
Cults	
RCMP criminal intelligence service	CMP/OPD-280
Cultural activities	
library services	NLC/ADM-025
statistics	STC/ECT-195

Key Words	CoR No.
Cultural exchanges	CAC/ART-010
museums, programs	NMC/NPG-075
Cultural expenditures, federal	STC/ECT-205
Cultural industries	
statistics	STC/ECT-190
Cultural initiatives	CAC/ART-020
Cultural Initiatives Program	
applications for financial support	DOC/ACS-265
Cultural organizations	
financial support	DOC/ACS-265
records	STC/ECT-185
Cultural property see Arts	
Cultural relations	
policy	DEA/SFB-160
with other countries	DEA/SFB-155
Culture	
Canadian cultural agencies	DOC/ACA-230
federal-provincial and regional relations	DOC/PLR-065
financial policy	FIN/SPD-370
industry associations and policy issues	DOC/ACF-220
international liaison	DOC/PLI-020
native peoples/Inuit	INA/NAP-180
resource and policy planning, DOC	DOC/ACL-215
sociocultural impact studies	DOC/ACP-240
Culture and recreation	
National Capital Region	NCC/PAB-040
	NCC/PAB-050
Currency	
Act	FIN/FAD-185
Bank of Canada	FIN/FIM-155
used notes	BOC/DED-300
Customs	
administration of tariffs and duties	FIN/IER-595
air passenger control	RCC/CPE-290
airport inspection	RCC/CPE-290
border points of entry	RCC/CPE-280
brokers, information	RCC/CPE-135
brokers, licensing and control	RCC/CPE-340
cargo control	RCC/CPE-265
carrier control	RCC/CPE-260
collections and accounts	RCC/CPE-255
commercial entry systems	RCC/CPE-345
criminal offences	RCC/CPE-285
detection of prohibited goods	RCC/CPE-300
duties, drawbacks and refunds	RCC/CPE-195
importation of goods through postal system	RCC/CPE-295
information, complaints	RCC/CPE-165
infringements, profile of high-risk individuals or organizations	RCC/CPE-155
intelligence data	RCC/CPE-155
internal operations	RCC/CPE-160
legislation, analytical service	RCC/CAE-425
legislation enacted at frontier	RCC/CPE-365
passenger entry processing	RCC/CPE-280
processing of international mail	RCC/CPE-310
regulations, interpretation of	EIC/IMM-095
tariffs and trade	FIN/TAR-675
tax rulings	RCC/EPE-005
warehouse control	RCC/CPE-265
Customs Act	
audits and investigations	RCC/CPE-150
historical data	RCC/CPE-375

Key Words	CoR No.
Customs and excise	
access, privacy and human rights	RCC/CAE-440
administration	RCC/CAE-430
	RCC/CPE-395
audit and evaluation	RCC/CAE-435
automated systems	RCC/CPE-315
automated systems, maintenance and development	RCC/CPE-325
automated systems, testing	RCC/CPE-320
conditional release	RCC/CPE-355
data capture	RCC/CPE-360
entry and amendment systems	RCC/CPE-330
international representation	RCC/CAE-445
legislative affairs	RCC/CPE-375
management analysis	RCC/CPE-400
management systems	RCC/CPE-405
planning	RCC/CPE-390
planning analysis	RCC/CAE-410
planning coordination	RCC/CAE-415
RCMP enforcement program	CMP/CID-050
	CMP/OPD-275
Release Minimum Documentation	RCC/CPE-355
tax and non-tax revenue	RCC/CAE-420
Customs and Excise Offshore Application Act	RCC/CPE-260
Customs ports	
hours of service, special service	RCC/CPE-340
Customs Tariff Act	
analytical service	RCC/CAE-425
Customs Tariff and Canadian International Trade Classification (CTTC)	RCC/CPE-380

D

Dairy commission	
administrative policies	CDC/COM-015
Canadian Milk Supply Management Committee	CDC/COM-025
consultative committee	CDC/COM-020
liaison with federal and provincial agencies	CDC/COM-010
market research and product promotion	CDC/MOP-100
policy development and consultation with federal and provincial agencies	CDC/PEC-030
rules of procedure	CDC/COM-005
Dairy producers	CDC/SOP-035
Dairy products	
export assistance to farmers, payment of	CDC/MOP-090
export, import, interprovincial movement, regulation of	DOA/FPI-055
grading, standards and labelling	DOA/FPI-045
inspection and monitoring	DOA/FPI-060
inventories held by the Commission	CDC/MOP-085
licensing of dealers and brokers	DOA/FPI-050
market research	CDC/MOP-100
milk and cream production	CDC/SOP-045
registration of processing plants	DOA/FPI-050
transport	CDC/MOP-080
Dams	
Gardiner and Qu'Appelle Rivers	DOA/PFA-525
St. Lawrence Seaway	SLS/ESB-095
Dancers	
statistics	STC/ECT-195

Key Words	CoR No.
Dangerous goods	
ships/shipping	DOT/MSS-230
transportation	DOT/TDG-035
David Florida Laboratory	DOC/TH-115
Daycare services	
review of departmental submissions for	TBS/PPB-305
De Haviland Aircraft of Canada	FIN/CFD-530
Deaths	
coding	STC/HLT-105
registries	STC/HLT-095
Debentures and shares	
banks	FIN/IGB-035
Debts	
consumer	BOC/MFA-125
maintenance of registers	BOC/PDD-315
public accounting for	BOC/PDD-330
retirement of, Government of Canada securities	BOC/PDD-325
Decentralization, Task Force Team on	TBS/PRB-545
Decorations, medals	
veterans	VAC/DVA-005
Defence	
DRIE programs	RIE/OIA-035
industry and trade	DEA/TFB-045
nuclear, biological, chemical	DND/MPO-295
research on structures and materials for industry	NRC/NAE-490
Defence, air	
anti-submarine warfare	DND/ADO-280
equipment requirements	DND/ADO-285
flight information	DND/ADO-255
flights over Canada	DND/ADO-270
meteorology	DND/ADO-260
North American	DND/ADO-230
operations	DND/ADO-235
training	DND/ADO-290
Defence, land	
British training exercises in Canada	DND/LDO-215
colonel commandant appointments	DND/LDO-220
colonel of the regiment appointments	DND/LDO-225
command and control systems	DND/LDO-205
instructional material	DND/LDO-210
organization	DND/LDO-200
Defence, maritime	
auxiliary fleet	DND/MDO-170
command and control systems	DND/MDO-180
contingency operations	DND/MDO-195
correspondence	DND/MDO-185
operations	DND/MDO-190

Key Words	CoR No.
Defence, national (see also Armed Forces)	
ammunition and explosives	DND/AMD-700
communications and electronics	DND/MCE-325
communications electronics systems	DND/WEE-660
data processing, automated	DND/MSD-780
department administration	DND/ESD-055
development and coordination of policies	DEA/IEB-130
expenditures	DND/DPB-150
financial administration	DND/ESB-765
internal audits, DND	DND/ESB-770
	DND/ESB-770
international operations	DND/PPB-140
land mine warfare	DND/MEO-415
logistic contingency plans	DND/RSD-745
machinery, vehicles, engines	DND/WEE-655
management consulting services, DND	DND/MSD-775
management information systems	DND/MSD-785
mapping and charting	DND/MEO-710
metric conversion	DND/RDP-755
military communications, development of	DOC/REC-145
military construction	DCE/OPR-005
planning	DND/DPB-125
policy and planning	DND/MSD-790
strategic assessment	DND/PPB-145
strategic studies	DND/ORA-150
use of DND facilities	DND/IPC-120
weapons systems	DND/WEE-650
Demography	
general	STC/DEM-030
trends	EIC/SPP-700
Demography and human settlements	
international aid	IDA/RVP-795
Dental health	
promotion and review	NHW/HSD-295
Dental services	
prison inmates	CPS/HCO-330
veterans	VAC/VSB-040
Deportation of persons illegally in Canada	EIC/IMM-080
Deposit insurance	
assessment and collection of premiums	CDIC/MIS-015
CDIC accounting	CDIC/MIS-020
CDIC operational planning	CDIC/MIS-025
CDIC real estate assets	CDIC/MIS-035
inspection of member institutions	CDIC/MIS-010
legal services	CDIC/LEG-030
supervision of member institutions	CDIC/MIS-005
Deregulation of selected industries	TBS/APB-195
Design	
housing	CMHC/NOS-165
	CMHC/PDR-235
NCC projects	NCC/DEB-025
scientific equipment	NRC/DME-425
St. Lawrence Seaway	SLS/ESB-085
Design and construction	
federal government	PWC/PWC-025
Designers	
copyright	CCA/COA-095
Detention orders	
excise	RCC/CPE-135

Key Words	CoR No.
Developing countries (see also Assistance, international development)	
Africa, regional aid	IDA/BCD-565
agricultural and food projects	DOA/SDM-390
Angola	IDA/BCD-540
Bangladesh	IDA/BSD-270
Benin	IDA/BFD-660
Bolivia	IDA/BMD-350
Botswana	IDA/BCD-455
Burkina Faso	IDA/BFD-585
Burma	IDA/BSD-325
Burundi	IDA/BFD-670
Canadian policy on family planning and population control	IDA/MVP-150
Cape Verde Islands	IDA/BFD-605
Central African Republic	IDA/BFD-680
Chad	IDA/BFD-580
China	IDA/BSD-335
CIDA and NGOs/aid	IDA/SVP-220
CIDA contacts	IDA/SVP-240
Columbia	IDA/BMD-340
Congo	IDA/BFD-645
Consultative Group on International Agricultural Research (CGIAR)	IDA/MVP-155
Costa Rica	IDA/BMD-360
Ecuador	IDA/BMD-345
Egypt	IDA/BCD-550
El Salvador	IDA/BMD-365
energy	IDA/YVP-060
Ethiopia	IDA/BCD-560
forestry development and management	IDA/YVP-045
Gabon	IDA/BFD-665
Ghana	IDA/BCD-465
Guatamala	IDA/BMD-370
Guinea-Bissau	IDA/BFD-600
Guinea, Republic of	IDA/BFD-675
Honduras	IDA/BMD-375
housing	IDA/YVP-040
human resource inventories	IDA/RDG-710
human resources/CIDA	IDA/YVP-050
incentives for investment	IDA/MVP-130
India	IDA/BSD-275
Indonesia	IDA/BSD-330
Industrial cooperation	IDA/AVP-105
industrial cooperation	IDA/SVP-260
industrial cooperation/private sector	IDA/AVP-110
INGOs projects/CIDA grants	IDA/SVP-245
international organizations/CIDA	IDA/SVP-265
Ivory Coast	IDA/BFD-615
Kenya	IDA/BCD-470
Lesotho	IDA/BCD-475
Malagasy Republic	IDA/BFD-630
Malawi	IDA/BCD-480
Malaysia	IDA/BSD-320
Mali	IDA/BFD-570
management skills	IDA/SVP-235
Maritius Island	IDA/BCD-485
Mauritania	IDA/BFD-595
mining and mineral resources	IDA/YVP-055
Morocco	IDA/BFD-625
Mozambique	IDA/BCD-545
Namibia	IDA/BCD-510
Nepal	IDA/BSD-280
Nicaragua	IDA/BMD-380
Niger	IDA/BFD-575

Key Words	CoR No.
(continued)	
Nigeria	IDA/BCD-490
OECD studies and decisions	IDA/YVP-015
Pakistan	IDA/BSD-290
Peru	IDA/BMD-355
Philippines	IDA/BSD-305
planning, economic and social development	IDA/YVP-080
research projects	IDR/CPD-035
role of women	IDA/YVP-095
Rwanda	IDA/BFD-640
Sao-Tome-Principe	IDA/BFD-685
Senegal	IDA/BFD-590
Sierra Leone	IDA/BCD-495
Somalia	IDA/BCD-500
South East Asia	IDA/BSD-310
South Pacific	IDA/BSD-315
specific projects	IDA/AVP-100
specific projects of companies	IDA/SVP-255
Sri Lanka	IDA/BSD-285
storage, marketing and consumption food policies	IDA/YVP-035
Sudan	IDA/BCD-555
Swaziland	IDA/BCD-515
Tanzania	IDA/BCD-520
Thailand	IDA/BSD-300
Togo	IDA/BFD-655
Tunisia	IDA/BFD-620
Turkey	IDA/BSD-295
Uganda	IDA/BCD-525
UN and international agencies	IDA/YVP-010
World Bank/Canadian aid	IDA/MVP-215
World Food Day	DOA/SDM-405
Zaire	IDA/BFD-650
Zambia	IDA/BCD-530
Zimbabwe	IDA/BCD-535
Development assistance	
Canadian industries	RIE/XRO-335
foreign	FIN/IFD-620
	FIN/IFD-625
international	FIN/IFD-660
international communications	IDA/RVP-790
United Nations	FIN/IFD-670
Dairy products	
levies on farmers for export costs	CDC/SOP-060
payment of subsidies for milk and cream shipments	CDC/SOP-055
promotion	CDC/MOP-100
purchase information of the Commission	CDC/MOP-070
sales information of the Commission	CDC/MOP-065
skim milk used as animal feed	CDC/MOP-095
storage facilities	CDC/MOP-075
subsidies for milk and cream shipments, regulations on	CDC/SOP-050
Diplomatic and consular posts	
abroad	DEA/FGB-025
Diplomatic privileges and immunities	
foreign and Canadian representatives	DEA/XDX-005
Diplomatic representatives	
accreditation and appointment	DEA/XDX-005
Disability (medical)	
determination of for Canada Pension Plan benefits	NHW/ISP-380

Key Words	CoR No.
Disabled and handicapped persons	
advocacy	SSC/CCP-080
aids for, research on	NRC/DEE-280
aids for	NRC/DEE-290
Blind persons Act	NHW/ISP-395
Canada Assistance Plan	NHW/ISP-395
children	NHW/HSD-275
communications services	DOC/PLB-040
disability database	STC/HLT-110
	STC/HLT-110
employment	EIC/EMP-475
housing access standards	CMH/PDR-195
housing rehabilitation standards	CMH/PSO-090
increased participation in public service	TBS/PPB-320
library services	NLC/PSB-100
pensions to veterans	VAC/CPC-020
prosthetic services	NHW/HAS-230
prosthetics research	NRC/PEE-280
reduced wages	LAB/ERC-225
sign-language services	SSC/OLP-015
student loans	SSC/ESP-010
transportation	DOT/COD-020
voluntary organizations	SSC/CCP-060
women	ASW/RES-005
Disarmament (see also Nuclear energy)	
policy and positions	DEA/IFB-125
UN Non-proliferation Treaty on Nuclear Weapons	AEC/FCM-145
Discovery train	
Museum of Man	NMC/MME-590
	NMC/NPG-060
Discrimination	
general information	HRC/CCB-015
native peoples	INA/CPS-045
public service	PSC/AIB-015
women at work	ASW/RES-015
Diseases	
classification	STC/HLT-105
epidemiological information	NHW/CDC-165
exotic, dangerous, communicable/ international	NHW/HAS-240
in the workplace, statistics	OHS/TES-030
registries	STC/HLT-095
Displaced persons	
policy on admission to Canada	EIC/IMM-125
Distilleries	
excise audits	RCC/EPE-045
excise duties	RCC/EPE-075
monitoring of excise duty	RCC/EPE-115
monthly revenue reports	RCC/EPE-100
Divorce	
Canadian statistics	JUS/JUS-040
registries	STC/HLT-095
women and law	ASW/RES-025
Dominican Republic	
Canadian aid	IDA/BMD-405
Dominion and ordinance lands	
management	DOE/PKS-010
Dominion Astrophysical Observatory	NRC/HIA-350
Draft dodgers, EIC policy on	EIC/IMM-065
Drawbacks and refunds	
customs duties	RCC/CPE-195
Drought-proofing	
financial and technical assistance	DOA/PFA-555
Drought reduction, Western	DOA/PFA-510

Key Words	CoR No.
Drugs	
adverse reactions	NHW/CDC-175
control policies of psychoactive	NHW/CDC-160
criminal justice system	SGC/POL-085
enforcement	RCC/CPE-300
Health and Welfare field activities	NHW/FOD-215
law enforcement	CMP/OPD-290
licensing of biological	NHW/DDE-145
monitoring and use of narcotics	NHW/DDE-150
penal institutions	CPS/OSD-360
policy and regulation governing prescription	NHW/DDE-130
pricing	CCA/BPE-135
RCMP enforcement	CMP/CID-055
registration and safety of non-prescription	NHW/DDE-125
safety and effectiveness of veterinary drugs	NHW/DDE-140
Duties and taxes (see also Income tax; Excise tax; Sales tax)	
air transportation	RCC/EPE-060
audits	RCC/EPE-125
computation	RCC/EPE-015
countervailing duties	RCC/CPE-220
drawbacks, refunds, remissions	RCC/CPE-140
exemptions and refunds	RCC/EPE-035
fuel, rebate	RCC/EPE-055
imported goods	RCC/CPE-145
international	FIN/IER-590
interpretations	RCC/EPE-170
investigation of fraud	RCC/EPE-070
marginal manufacturing	RCC/EPE-080
natural gas and gas liquids	RCC/EPE-080
policies and procedures for collection of	RCC/EPE-110
policies for collection of	RCC/EPE-040
postal regulations on imported goods	RCC/CPE-295
remissions (customs and excise)	RCC/CPE-190
specific company files	RCC/EPE-015
strategy, appeals and adjudications	RCC/EPE-090
taxable status	RCC/EPE-030
valuation of imported goods	RCC/CPE-215
Duty-free shops	
regulations	RCC/CPE-270
regulations, policy, information	RCC/CPE-275

E

Key Words	CoR No.
Earth physics	
general	EMR/PHB-320
Earth sciences	
research	EMR/DEX-005
resource management	EMR/DEX-010
Earthquakes	
monitoring	EMR/PHB-345
predictions	EMR/PHB-325
Easements, granting of	
National Capital Region	NCC/PKB-055
Ecatour maps	DOA/CFS-630
Eclipses, research on	NRC/CCS-155
Ecological research	DOE/ECS-160
Econometrics	
background studies programs	BOC/MFA-140
Canadian economy	STC/ECA-275
computerized model	ECC/CRA-010

Key Words	CoR No.
Economic activities	
adjustment and adaptation	ECC/CRA-035
Canada and U.S.	BOC/RES-080
conditions in industry	LAB/EIR-125
corporate affairs research	CCA/BPC-145
effects of Canadian policies	FIN/SPA-090
effects of foreign policies	FIN/SPA-090
food policy	CCA/BPC-140
Government of Canada policies	BOC/SEC-075
in foreign countries/ international development	IDA/YVP-085
international and domestic relations	DEA/EFFB-080
international trade sanctions	FIN/IER-550
issues	ECC/CRA-030
market analysis	DSS/HSO-005
outlooks and forecasts/energy policies	EMR/DEX-025
policy development	RIE/PPA-025
projections and models	BOC/RES-080
relations with Europe	FIN/IER-560
statistics on international	FIN/IFD-610
United Nations	FIN/IFD-665
United States impact on Canada	FIN/EAD-115
women	ASW/RES-010
Economic Commission for Europe (ECE)	FIN/SPA-100
Committee on Housing, Building and Planning	CMH/ODS-300
Economic commissions	
policies and programs	FIN/IFD-665
Economic councils	
policy	FIN/EDD-430
Economic development	
Canadian industries	RIE/NSP-360
in the north	INA/NAP-270
international/Canadian policy	DEA/EFFB-090
native peoples	INA/IIA-110
	RIE/NED-325
native peoples/Québec	INA/CPS-025
Newfoundland	ECC/PAA-100
policy	FIN/EDD-430
regional policy	FIN/EDD-430
social planning	IDA/YVP-080
social within specific sectors	IDA/YVP-030
support to native communities	INA/IIA-125
Western	ECC/PAA-050
Economic Geology	
activities, management and operations	EMR/GSC-360
Economic review	
1980	ECC/PAA-095
1981	ECC/PAA-085
1982	ECC/PAA-065
1983	ECC/PAA-060
1984	ECC/PAA-045
1985	ECC/CRA-005

Key Words	CoR No.
Economics	
developments in foreign countries	BOC/INT-220
federal organizations dealing with international questions	BOC/INT-215
general outlook	BOC/RES-085
international, industrial and regional analysis	BOC/RES-095
international organizations	BOC/INT-225
quantitative methods and data	BOC/RES-090
supply and demand studies	BOC/RES-085
Economy, national	
analysis	FIN/EAD-110
analysis of government assistance	FIN/CFD-530
Canadian econometric model	RIE/POL-240
effects of energy policies	FIN/SPA-085
energy policies, analysis	EMR/EPS-165
federal-provincial relations	FIN/FPR-200
foreign ownership and control	FIN/IER-555
impact of financial plans	FIN/FPD-065
industrial policy	FIN/ED-435
international relations	FIN/IER-550
	FIN/IER-560
	FIN/IFD-605
macroeconomic models	FIN/EFD-135
past and present conditions in Canda	FIN/EAD-120
policy analysis	FIN/FAD-195
quarterly forecasts	FIN/EFD-130
regional analysis	FIN/EAD-125
short-term analysis	RIE/POL-255
social policies	FIN/SPA-105
Ecotoxicology research	NRC/BSC-095
Ecuador	
Canadian aid	IDA/BMD-345
EDP	
accounting/corporation tax and gasoline excise tax returns	RCT/PSB-280
banking	FIN/IGB-040
Correctional Service Canada	CPS/ADP-160
Department of Finance	FIN/EFD-140
individual returns processing	RCT/PSB-275
installations, policies and procedures for, EIC	EIC/SYS-565
internal operations (CMHC)	CMH/FMI-290
internal production system (CMHC)	CMH/FMI-285
internal resource management (CMHC)	CMH/FMI-295
internal security (CMHC)	CMH/FMI-285
internal services (CMHC)	CMH/FMI-275
internal technical planning and support	CMH/FMI-280
operation and administration	RCT/PSB-270
regional delivery of income security programs	NHW/ISP-370
Revenue Canada, Taxation	RCT/PSB-265
standards and procedures Statistics Canada	STC/CLS-515
Standards Program federal government	DSS/MOS-170
system development and maintenance/ taxation	RCT/PSB-295
system documentation/taxation	RCT/PSB-290
systems support, EIC	EIC/SYS-560
technology evaluation, Statistics Canada	STC/CLS-510
training section Statistics Canada	STC/CLS-505

Key Words	CoR No.
Education	
Canadian studies support	SSC/CCP-085
CIDA contributions	IDA/SVP-230
cooperative	EIC/EMP-460
elementary and secondary, statistics	STC/ECT-165
federal-provincial cost-sharing	FIN/FPR-220
financial assistance for official language training	SSC/OLP-030
financial records	STC/ECT-175
Indian and Inuit people	INA/IIA-105
international activities	SSC/ESP-005
international aid	IDA/RVP-780
market structure	CCA/BPC-135
native peoples in the north	INA/NAP-190
post-secondary payments to provinces and territories	SSC/ESP-005
post-secondary, statistics	STC/ECT-170
post-secondary student loans	SSC/ESP-010
prison inmates, academic	CPS/ETD-170
prison inmates, training	CPS/ETD-165
prison inmates, vocational	CPS/ETD-185
projections and analysis	STC/ECT-180
Egg hatcheries and processing plants	
inspection and registration	DOA/FPI-035
Egypt	
Canadian aid	IDA/BCD-550
EHF technology trials on Olympus satellite	DOC/TIA-085
Eighteenth Annual Review	ECC/PAA-085
El Salvador	
Canadian aid	IDA/BMD-365
Elderly persons see Seniors	
Elections	
Armed Forces electors	DND/JAG-025
Electric power	
certificates, licences, orders for lines	NEB/OOS-095
conferences	NEB/EPB-170
construction, applications for lines	NEB/SSB-085
construction of international power lines	NEB/EPB-160
export licences	NEB/OOS-095 NEB/SSB-085
export licences, applications for	NEB/EPB-150
failures	NEB/EPB-175
financial policy	FIN/ERP-390 FIN/ERP-390
general	EMR/CNP-215
generated by nuclear power, financial policy	FIN/ERP-395
generation, St. Lawrence Seaway	SLS/ESB-095
inspection of meters on on international lines	NEB/EPB-165
liaison with transmission companies	NEB/EPB-170
liaison with US departments	NEB/EPB-180
parliamentary enquiries	NEB/OOS-105
policy planning	EMR/EPS-185
research in industry	NRC/DEE-285
resource development	EMR/DEX-045
projects and studies	NEB/EPB-155
standing panel files for lines	NEB/SSB-090
statistics	NEB/EPB-185
transmission of	NEB/EPB-155

Key Words	CoR No.
Electric power, northern	
commission, operations of	NCP/OEB-010
construction and improvement projects	NCP/OEB-055
distribution lines	NCP/OEB-025
equipment and supplies	NCP/OEB-035
hydraulic structures and facilities	NCP/OEB-040
hydro sites	NCP/OEB-020
marketing of	NCP/CPA-005
production and water treatment	NCP/OEB-045
transportation of materials	NCP/OEB-050
Electric power plants	
St. Lawrence Seaway (Eastern Region)	SLS/EME-055
St. Lawrence Seaway (Western Region)	SLS/EMW-055
Electrical equipment	
general	RIE/MEE-125
records	STC/IND-350
Electrical fires, accidents and failures, investigations of	NRC/DEE-250
Electrical products	
labelling of	CCA/BCA-005
Electricity	
tax rulings	RCC/EPE-005
Electricity and gas	
inspection	CCA/BPC-130
inspection regulations, metric conversion standards, registration applications	CCA/BCA-055
Electricity fuels	
statistics	STC/IND-315
Electromagnetic engineering research	NRC/DEE-260
Electron physics research	NRC/DEE-265 NRC/DMS-460
Electronic funds transfer	
market structure	CCA/BPC-135
Electronic office systems, field trials on	DOC/TIA-100
Electronic structure of metals and alloys, research in	NRC/DMS-450
Electronic surveillance	
authorization	SGC/PSB-025
Electronics and aerospace	
general	RIE/ELA-130
Elizabeth Fry Society	
relationship with CSC	CPS/SCP-280
Emergencies	
atomic, planning activities	AEB/PAB-210
contingency planning in peacetime	SGC/PSB-020
crop loss assistance	DOA/SDM-360
energy allocation planning	EMR/ESB-155
health and welfare services	NHW/HAS-255
international relief	IDA/YVP-025
military or civil	DND/MPO-300
national agency for allocation of energy	EMR/ESB-145
oil allocation	NEB/OIL-195
oil supply demand restraint	EMR/ESB-150
petroleum supplies allocation	EMR/ESB-135 EMR/ESB-140
pollution contaminant	DOE/EPS-285
preparedness, federal government	PWC/PWC-010
transportation of radioactive materials	AEB/FCM-160
treatment and first aid, public service health programs	NHW/HAS-225

Key Words	CoR No.
Emergency planning	
agricultural products, inspection and regulation of	DOA/SDM-385
Correctional Service Canada	CPS/OSD-370
EIC operations	EIC/SEC-050
federal policy	TBS/APB-140
internal, DRIE	RIE/EMP-160
penal institutions/contingency plans	CPS/OSD-355
petroleum allocation	EMR/DEX-030
St. Lawrence Seaway	SLS/CPB-005
telecommunications	DOC/SME-205
Transport Canada	DOT/DSE-065
Emission standards	
motor vehicles	DOT/DTS-275
Employees' rights	
labour practices	CLR/OPS-010
safety in the work place	CLR/OPS-020
Employers	
terms and conditions of work	CLR/OPS-035
UI premium reductions, granting and control of	EIC/NSB-610
unemployment insurance premium reductions	EIC/INS-165
unfair labour practices	CLR/OPS-010
Employment and staffing (standard class of records)	
see first, institution identifier with 920, if available, in chapter concerning relevant institution	
Employment	
affirmative action	EIC/EMP-485
assessment of services amd programs	EIC/SPP-675
assessment of special needs programs	EIC/SPP-685
assistance to textile, clothing, footwear and tanning industries	EIC/LMD-350
Canada-Mexico trainee exchanges	EIC/EMP-460
Canada Works Program	EIC/LMD-395
Career-Access Program	EIC/LMD-400
CHOICES	EIC/EMP-445
cooperative education	EIC/EMP-460
counselling and testing	EIC/EMP-450
development policies	EIC/LMD-390
disabled persons	EIC/EMP-475
disadvantaged persons	EIC/EMP-480
earnings reporting system, automated	EIC/INS-245
enquiries, guidelines	EIC/EMP-420
enquiries, NRC	NRC/EXE-005
equality of opportunity	EIC/EMP-475
health services for employees	OHS/TES-015
hirings, automated system for reporting	EIC/INS-250
hirings, manual system for reporting	EIC/INS-240
improvement of employability of disadvantaged persons	EIC/EMP-480
Indian communities	INA/IIA-115
interdepartmental programs	EIC/LMD-345
international exchange programs	EIC/EMP-460
Job Corps Program	EIC/LMD-405
job-search techniques	EIC/EMP-450
layoffs and terminations	LAB/ERC-210
leave and pay information	LAB/ERC-215
legislation	EIC/SEC-035
levels, future	EIC/SPP-635
Local Employment Assistance Development	EIC/LMD-410
monitoring and assessing of services and programs	EIC/EMP-495

Key Words	CoR No.
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National Job Bank	EIC/EMP-435
native people	PSC/SPB-040
	PSC/SPB-055
native people, programs for	EIC/EMP-465
northern Canada	INA/NAP-280
Outreach Program	EIC/EMP-440
penal institution inmates	CPS/ETE-150
PLACE	EIC/EMP-450
policies of federally and provincially regulated employers	HRC/CCB-020
policy development of programs	FIN/SPD-295
policy on services and programs	EIC/EMP-425
practices/special programs	HRC/CCB-025
publications	EIC/EMP-445
	EIC/EMP-450
research, training and administration for disadvantaged persons	EIC/EMP-490
staffing of overseas agricultural projects	DOA/SDM-395
summer	EIC/EMP-460
Summer Employment Experience Development (SEED)	EIC/LMD-415
support services	EIC/EMP-445
systems supporting administration of client services	EIC/SYS-510
systems supporting administration of development programs	EIC/SYS-500
systems supporting administration of training programs	EIC/SYS-505
systems supporting control activities	EIC/SYS-525
tax credit	FIN/SPD-295
terms and conditions	CLR/OPS-035
training and educational programs	EIC/EMP-445
unlawful work stoppage	CLR/OPS-015
women	ASW/RES-030
	EIC/EMP-470
Work Orientation Workshops (WOW)	EIC/LMD-415
working conditions survey group	LAB/LDB-175
youth	SSC/CCP-065
youth, programs for	EIC/EMP-460
Employment and benefit EDP systems, support for	EIC/SYS-530
Employment and compensation	
statistics	STC/LAB-075
Employment and insurance technological systems	EIC/SYS-535
Employment computer centres, regional	
regional computer centres	EIC/SYS-520
Enemy assets	
custody of	DSS/MOS-150
Enerdemo Canada Program	EMR/CNP-230
Enerdemo Program	EMR/CNP-245

Key Words	CoR No.
Energy (see also Atomic energy; Nuclear energy)	
alternate policies and programs	EMR/CNP-230
Canadian content in projects	NEB/ECB-255
Canadian ownership regulations	EMR/PNA-115
certificates, licences, orders	NEB/OOS-095
commission, operations of northern	NCP/OEB-010
conservation, federal buildings	PWC/PWC-055
conservation eqipment, tax rulings	RCC/EPE-005
conservation equipment, tax exemptions	RCC/EPE-085
conservation housing	CMH/CTS-340
conservation policy	EMR/DEX-035
conservation of non-petroleum sources	EMR/CNP-210
conservation policies	EMR/CRB-255
costs and pricing	NEB/ESB-315
Crown corporation monitoring	EMR/EPS-200
development of coal resources	EMR/CNP-235
economic effects of policies	FIN/SPA-085
economic research material	ECC/PAA-040
electrical, general	EMR/CNP-215
emergency agency for regulation and control	EMR/ESB-145
emergency allocation planning	EMR/ESB-155
emergency demand restraint	EMR/ESB-150
emergency planning	EMR/ESB-140
environmental assessment	EMR/EVA-060
federal department conservation	EMR/CRB-270
federal government programs	EMR/CRB-280
federal policy	EMR/EPS-160
financial analysis	EMR/EPS-190
financial monitoring of petroleum industry	EMR/EPS-205
financial policy	FIN/ERP-425
fusion research	AEC/SEC-015
home	EMR/CRB-265
in developing countries	IDA/YVP-060
in transportation	EMR/CNP-240
industrial policies and programs	EMR/CRB-275
international aid	IDA/RVP-730
international issues	DEA/JCX-015
international policy	DEA/EFFB-095
international relations	EMR/EPS-195
	FIN/IER-585
labelling of electrical products	CCA/BCA-005
macroeconomic analysis	EMR/EPS-165
macroeconomic forecasts	NEB/ECB-245
market analysis	EMR/EPS-175
non-petroleum sources	EMR/DEX-045
northern, marketing of	NCP/CPA-005
parliamentary enquiries	NEB/OOS-105
policy	EMR/DEX-020
policy, Canadian ownership	EMR/PNA-110
policy, economic outlook	EMR/DEX-025
policy planning	EMR/EPS-185
proposed projects	NEB/ECB-260
public correspondence on programs	EMR/DEX-040
published material on renewable	NEB/ESB-305
regional operations, conservation and renewable energy	EMR/CRB-260
renewable resources	EMR/DEX-035
renewable/financial policy	FIN/ERP-400
renewable/general	EMR/CNP-245
renewable/published material on	NEB/ESB-305
research	EMR/DEX-005

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research and development	EMR/CAB-450
	EMR/CNP-210
	EMR/DEX-040
	EMR/RDO-545
	EMR/RDO-550
	NRC/DEN-295
statistical reports	NEB/ESB-300
statistics	EMR/EPS-180
	STC/INO-270
statistics; electricity and minerals	STC/IND-315
supply and demand	NEB/ECB-240
	NEB/ECB-250
supply, hearings on	NEB/ESB-280
supply, surpluses, reserves	NEB/ECB-275
technology, research and development	EMR/CAB-460
technology transfer of conservation material	EMR/CNP-225
uranium and nuclear	EMR/CNP-220
utilization in food production	DOA/RER-205
Energy board	
appeal of decisions	NEB/LAW-125
legal cases	NEB/LAW-120
legal service, internal	NEB/LAW-110
minutes of meetings	NEB/OOS-100
statutes and regulations, amendment of	NEB/LAW-115
Energy Conservation and Oil Substitution Program	EMR/CRB-250
Energy from the Forest Biomass Conversion (ENFOR)	EMR/CNP-245
Energy Monitoring Act	EMR/EPS-205
Energy, physical	
research	NRC/BSC-105
Energy physics research, high	NRC/DPH-525
Energy Security Act	EMR/EPS-160
Energy Supplies Allocation Board (ESAB)	EMR/ESB-135
	EMR/DEX-030
Energy Supplies Emergency Act	EMR/ESB-135
Enforcement Information Index	EIC/IMM-080
Enforcement procedures	
import and export	RCC/CPE-380
Engine research	NRC/DME-400
Engineering (see also Science and engineering)	
assistance to other government departments	SLS/ESB-070
occupational health and safety	EMR/CGA-035
research grants	SER/GSA-015
Engineering geology	
St. Lawrence Seaway	SLS/EMW-100
Engineers, aircraft maintenance and flight	
licensing	DOT/DIC-105
Entertainment	
product control	CCA/BCA-075
Entry Test Package	RCC/CPE-320
Entry to Canada	
denial of	EIC/IMM-105

Key Words	CoR No.
Environment	
agricultural protection practices	DOA/RER-210
Arctic	EMR/EVA-060
atmospheric research	DOE/AES-310
chemical and microbiological hazards	NHW/EHD-190
contaminants research	NRC/BSC-095
cooperation	NEB/ERW-050
emergencies	DOE/EPS-285
energy and mineral policy	EMR/EVA-060
financial policy	FIN/ERP-405
international policy	DEA/EFFB-095
legal activities	DEA/JCX-010
market structure	CCA/BPC-135
northern, conservation of	NCP/OEB-030
oil and gas operations/marine and coastal areas	INA/NAP-335
oil and gas spills contamination	NEB/ERW-045
program activities and objectives	DOE/ECS-100
protection agreement	FIN/IER-580
protection/marine oil and gas operations	EMR/CGA-075
protection, Armed Forces	DND/CPB-715
protection of the Canadian north	INA/NAP-235
protection facilities planning	CPS/EAP-045
protection of national parks	DOE/PKS-040
protection planning, assessment and policy	DOE/EPS-290
public appreciation	DOA/CFS-630
studies in the north	INA/NAP-245
toxicology research	IDR/ISD-025
Environmental Assessment and Review Process (EARP)	EMR/DEX-005
Environmental Studies Revolving Fund (ESRF)	INA/NAP-245
Epidemiology	
research and control	NHW/CDC-165
Equalization and Tax Collection agreements	
federal-provincial	FIN/FPR-205
Equalization formulae	
provinces	FIN/FPR-210
Equalization payments	ECC/PAA-080
Equipment and supplies (standard class of records)	
see institution identifier with 909, if available, in chapter concerning relevant institution	
ESA Communications Program	DOC/TIA-085
Escapes	
penal institutions	CPS/PSD-405
Espionage	SGC/PSB-035
	SIS/DDS-010
ESR spectroscopy, research in	NRC/DCH-200
Ethiopia	
Canadian aid	IDA/BCD-560
Ethnic organizations	
immigrant adjustment	EIC/IMM-130
Eurocurrency	BOC/INT-210
European Atomic Energy Committees (EURATOM)	EMR/CNP-220
European Economic Community (EEC)	BOC/INT-225
energy relations	EMR/EPS-195
relations	FIN/IER-560
Exchange Fund Account	BOC/INT-180
Exchange rates	
foreign currency	BOC/INT-190
official	FIN/FAD-185
value of the Canadian dollar	BOC/INT-260

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Excise	
cargo control	RCC/CPE-265
carrier control	RCC/CPE-260
drawbacks	RCC/EPE-075
duty	RCC/EPE-075
duty on alcohol, tobacco	RCC/EPE-075
implementation of collection of duties and taxes	RCC/EPE-110
licensing	RCC/EPE-025
monitoring licensees	RCC/EPE-075
monitoring of licensees	RCC/EPE-115
performance measurement systems/internal	RCC/EPE-105
planning	RCC/EPE-095
regional field operations	RCC/EPE-135
tax rulings	RCC/EPE-005
warehouse control	RCC/CPE-265
Excise Act	FIN/TAC-740
Excise Gasoline Tax	
claimant information	RCC/EPE-050
refund claims	RCC/EPE-050
Excise secretariat	
monthly revenues collected	RCC/EPE-100
Excise tax (see also Sales tax; Duties and taxes; Taxes)	
application for licence	RCC/EPE-110
audits	RCC/EPE-045
diplomatic returns	RCC/EPE-100
exemptions and refunds	RCC/EPE-035
policies for collection of	RCC/EPE-040
special	FIN/TAC-755
Tariff Board decisions	RCC/EPE-035
taxpayers' information	RCC/EPE-110
Excise Tax Act	FIN/TAC-740
Exhibitions	
agricultural	DOA/COM-335
Armed Forces	DND/ISD-060
Canadian historical art	NMC/NGB-120
corporate affairs	CCA/BPC-155
discovery train	NMC/NPG-060
information on Ottawa exhibitions	NMC/NGB-125
international	DEA/SFB-180
international, museums	NMC/NPG-075
library services	NLC/ADM-020
loans from Museum of Man	NMC/MCC-555
loans, Museum of Man	NMC/MMB-525
	NMC/MMD-585
	NMC/MME-615
mint	RCM/PUR-025
Museum of Man	NMC/MCC-530
	NMC/MMA-470
	NMC/MMB-500
	NMC/MMD-560
	NMC/MME-590
	NMC/MMF-620
	NMC/MMG-650
Museum of Natural Sciences	NMC/NSA-315
	NMC/NSB-330
	NMC/NSC-350
	NMC/NSE-400
	NMC/NSF-415
	NMC/NSG-445
Museum of Science and Technology	NMC/MST-680
Museum of Science and Technology, loans	NMC/MST-695
museum, policy	NMC/CMS-010
museumobiles	NMC/NPG-045

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museums, permanent, travelling and special	NMC/NGA-090
National Gallery	NMC/NGC-140
	NMC/NGD-165
	NMC/NGE-205
	NMC/NGF-235
	NMC/NGG-275
	NMC/NGH-295
NRC	NRC/EXE-020
travelling, applications for insurance on	DOC/ACS-270
Exploration	
policy development/northern Canada	INA/NAP-285
Yukon and Northwest Territories	INA/NAP-300
Explorations Program	
activities	CAC/EXP-065
applications	CAC/EXP-070
Explosives	
accidents and hazards at DND	DND/AMD-695
Armed Forces	DND/AMD-700
authorization and testing	EMR/XPB-515
licences	EMR/XPB-530
manufacture and production	EMR/XPB-520
permissions	EMR/XPB-535
permits	EMR/XPB-540
public and worker safety	EMR/XPB-510
research and development	EMR/CAB-450
safety certificates	EMR/XPB-520
safety standards	EMR/XPB-525
testing	EMR/XPB-510
testing and research	EMR/CAB-455
Export (see also Export/import)	
agricultural and food products	DOA/MAE-275
agriculture, fish, and food products	DEA/TFB-035
assistance to dairy farmers	CDC/MOP-090
atomic energy equipment control	AEC/FCM-125
Canadian Commercial Corporation	CCC/CCC-005
controls, international policy	DEA/EFFB-060
credits and guarantees	FIN/IFD-660
cultural property	CPE/CPI-005
development assistance and information	DEA/TFB-030
development assistance programs	FIN/IFD-625
development policy and programs	FIN/IFD-635
development policy, planning and liaison	DEA/TFB-055
development/science, technology, space and communications industries	DEA/TFB-050
development/special issues	DEA/TFB-030
excise permits	RCC/CPE-135
investigation information	RCC/CPE-235
meat products, certification of	DOA/FPI-090
oil exporters' surpluses, deployment of	BOC/INT-210
permits, cultural property	DOC/ACS-275
permits, DND	DND/RDP-750
prices and classifications/foreign offices	RCC/CPE-245
refund of customs duties	RCC/CPE-195
seed potatoes	DOA/FPI-125
trade development	RIE/POL-245
trade relations	DEA/EFFB-110
Export and Import Permits Act	
administration	DEA/EFFB-110

Key Words	CoR No.
Export/import	
cosmetics	NHW/DDI-135
electricity and gas	CCA/BCA-055
energy statistics	EMR/EPS-180
oil and gas	FIN/IER-580
release of commercial goods	RCC/CPE-335
statistics	STC/INT-410
Expositions	
temporary admission to Canada for	EIC/IMM-090
Expropriation	
federal powers	LRC/LRS-050
federal requirements, National Capital Region	NCC/PRB-055
Extradition	
prosecutions	JUS/JUS-005

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Fair price and value surveys	RCC/EPE-015
Fair Wages and Hours of Labour Act	
regulations	LAB/ERC-180
Family	
grants for research on	SHR/STR-075
planning	NHW/HSD-280
planning, Canadian policy	IDA/MVP-150
statistics	STC/NFS-025
Family Allowance (see also Income security programs)	
financial policy	FIN/SPD-375
regional delivery/EDP systems	NHW/ISP-370
regional operations/accounts	NHW/ISP-375
Family courts	
statistics	STC/CCJ-145
Family expenditures	
expenditure statistics	STC/HLD-045
Farm appraisal	
system and benchmarks	FCC/ADM-020
Farm credit	
resource allocation	FIN/EDD-480
Farm Credit Act	
lending policy	FCC/ADM-010
loan administration	FCC/ADM-090
Farm dealerships	
taxable status	RCC/EPE-030
Farm Improvement Loans	FIN/GFD-780
Farm Improvement Loans Act	DOA/RDB-465
Farm Syndicates Credit Act	
lending policy	FCC/ADM-015
loan administration	FCC/ADM-085
Farmers	
business practices and production management advice	DOA/RDB-470
farm improvement loans	DOA/RDB-465
Western, provision of supplemental grazing land for	DOA/PFA-510

Key Words	CoR No.
Farming (see also agriculture)	
chattel mortgages	FCC/ADM-115
collection procedures/Farm Credit Corporation	FCC/ADM-105
financial assistance	FCC/ADM-080
financial model	FCC/ADM-075
housing for veterans	VAC/VLA-090
income and prices statistics	STC/AGR-455
loan accounts	FCC/ADM-120
loans to native peoples	FCC/ADM-125
management research and case studies	FCC/ADM-040
management services for veterans	VAC/VLA-115
real estate mortgages	FCC/ADM-110
research and finances	FCC/ADM-050
resource allocation	FIN/EDD-480
special programs documentation	FCC/ADM-035
statistical information	FCC/ADM-055
survey reports	FCC/ADM-070
technical information	FCC/ADM-060
Farms	
demonstration farm	DOA/PFA-545
Ottawa Greenbelt	NCC/PRB-070
property leasing, National Capital Region	NCC/PRB-065
Federal activities assessment	
pollution control	DOE/EPS-295
Federal agencies	
powers and procedures/sanctions	LRC/LRS-010
Federal Economic Development Coordinators (FEDC)	
general	EMR/CRB-260
operations	RIE/ORD-320
Federal energy management	
conservation programs	EMR/CRB-270
Federal government (see also Public service)	
access to records and personal information, policy on	TBS/APB-120
accommodation	PWC/PWC-040
	TBS/APB-095
accounting administration, internal	DSS/MOS-130
administration of departments and agencies	TBS/PRB-555
administration, organization and management	TBS/PRB-525
administrative policy	TBS/APB-025
advertising programs	DSS/CUI-205
assessment of regulatory initiatives	TBS/APB-175
assistance to private sector	FIN/CFD-510
audits	DSS/FAS-120
audits, operational	DSS/MOS-135
banking	DSS/MOS-140
billing	DSS/FAS-100
bond issues and foreign financing	FIN/FIM-175
bonds, securities and treasury bills	FIN/FIM-165
budget	FIN/FPD-055
budgets	FIN/TPL-710
cabinet documents, analysis of economic content of	TBS/PRB-535
Canadian development assistance programs	FIN/IFD-625
capital markets	FIN/FIM-145
census information on social programs	NHW/PPI-075
central accounting	DSS/MOS-145
central inventory of information	TBS/APB-155
collective agreements	LAB/LDB-155
communications policies	TBS/APB-035
conference policy and guidelines	TBS/APB-040
contingency fund	TBS/PRB-550
contingency planning against threats to government structure	SGC/PSB-020

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contracting	DSS/DCS-185
contracts/policy and labour conditions	LAB/ERC-190
controls on information collection	TBS/APB-135
cost-sharing reductions	FIN/FPR-240
Crown projects	TBS/APB-105
decentralization	TBS/PRB-545
departmental submissions to the Treasury Board	TBS/SEC-015
deregulation of selected industries	TBS/APB-195
design and construction	PWC/PWC-025
EDP Standards Program	DSS/MOS-170
employee compensation	LAB/OSH-235
evaluation of programs and policies	TBS/PRB-540
expenditure planning	FIN/FPD-055
expenditures on social programs	FIN/SPD-385
expropriation powers	LRC/LRS-050
Federal Identity Program, policy concerning	TBS/APB-050
finances	FIN/GFD-775
financial administration of specific programs	DSS/MOS-125
financial analysis	DSS/FAS-095
financial management programs	TBS/PRB-555
fiscal policies	FIN/SPA-095
foreign assistance	FIN/IFD-620
frauds and corruption	CMP/OPD-270
fund-raising campaigns	DSS/FAS-115
incentives to industry	FIN/EDD-440
industrial development	FIN/EDD-445
industrial development policy	FIN/EDD-435
industrial security	DSS/FAS-105
information on foreign aid/CIDA	IDA/YVP-005
information on media and public opinion of	DSS/CUI-195
information systems and technology	TBS/APB-150
internal retailing	DSS/ROS-060
inventory management	DSS/ROS-050
legal advice/opinions	JUS/JUS-015
liaison, CMHC	CMH/GCC-025
maintenance of federal buildings	PWC/PWC-065
management consultant services	DSS/MOS-155
materiel management, policy on	TBS/APB-065
moveable assets control	DSS/ROS-065
northern development of non-renewable resources	INA/NAP-315
parliamentary Estimates	TBS/PRB-550
pay administration	DSS/ROS-070
pay deductions	DSS/FAS-110
payroll stuffers	DSS/FAS-110
personnel data for the central agencies	DSS/ODD-175
personnel data systems	DSS/MOS-160
	DSS/MOS-165
physical security in federally controlled structures	PWC/PWC-075
pledge forms	DSS/FAS-110
policies	TBS/PRB-530
printing services	DSS/HSO-030
product specifications	DSS/HSO-040
project management	DSS/HSO-015
property inventories	PWC/PWC-060
public money	DSS/MOS-140
publicity and promotion	DSS/HSO-035
real property, policy on management of federal	TBS/APB-070
records	PAC/FAD-015

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repair and maintenance management	DSS/HSO-025
representation on housing authority boards	CMH/ODS-305
requirements definition	DSS/DCS-180
research on management services	TBS/APB-060
risk management	TBS/APB-075
safety in federal structures	PWC/PWC-070
science policy	FIN/EDD-460
security equipment	CMP/PRO-160
security screening of employees	CMP/IDD-105
security systems	CMP/PRO-165
service bureau program	DSS/STP-210
services supporting department programs, policies on	TBS/APB-085
shipping management	DSS/HSO-020
ships oeprated by	DOT/MFS-180
statistical records	STC/PUI-220
supply methods	DSS/HSO-010
surplus properties	PWC/PWC-085
telecommunications policy	FIN/EDD-465
telephone referral services	DSS/STP-215
warehousing	DSS/ROS-055
Federal government employees (see also Public servants)	
acts and regulations concerning policy on	TBS/PPB-280
data from central agency information systems	TBS/PPB-425
efficient use of	TBS/PPB-365
foreign service working conditions	TBS/PPB-345
insurance benefit programs	TBS/PPB-375
isolated locations	TBS/PPB-350
pension schemes	TBS/PPB-380
pensions and insurance	TBS/PPB-370
personnel policy systems	TBS/SRB-510
personnel records in the PMIS	TBS/PPB-405
planning	TBS/PPB-330
policy committees	TBS/PPB-285
policy concerning	TBS/PPB-275
review of policies and practices	TBS/PPB-295
seminars concerning	TBS/PPB-290
statistics and surveys on policy matters	TBS/SRB-505
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women, Natives, disabled and visible minorities	TBS/PPB-300
Federal Housing Action Program (FHAP)	
program evaluation	CMH/PDR-225
Federal Identity Program	PWC/PWC-080
	TBS/APB-050
Federal Income Tax Act	
feneral information	FIN/TPL-715
Federal industries	
collective bargaining research	LAB/PPT-030
Federal land management	PWC/PWC-050
Federal-municipal	
finances	FIN/FPR-245
regional equalization payments	FIN/FPR-270
Federal Propane Vehicle Grant Program	EMR/CNP-240
Federal property	
leasing, Ottawa Greenbelt	NCC/PRB-070
negotiation and management	NCC/PRB-055

Key Words	CoR No.
Federal-provincial	
agreements on estate and gift taxes	FIN/FPR-275
business management training	BDB/MTS-065
cost-sharing	FIN/FPR-225
emergency health and welfare plan	NHW/HAS-255
employment and immigration	EIC/SEC-035
energy	FIN/ERP-425
finances	FIN/FPR-200
financial conferences	FIN/FPR-235
fiscal arrangements	FIN/FPR-205
grants	FIN/FPR-230
health	NHW/HA-060
highway projects	DOT/DSH-255
housing authority boards	CMH/ODS-305
housing costs	CMH/PSO-050
housing plans	CMH/NOS-165
housing programs	CMH/PDR-210
immigration policies	EIC/IMM-120
immigration policies and procedures	EIC/IMM-065
international activities	DEA/SEB-205
international bridges and tunnels	DOT/DSH-265
labour relations	LAB/SPE-120
land assembly	CMH/PSO-085
land sales	CMH/ISO-145
marketing liaison	FPM/FPM-005
national economy	FIN/EAD-125
oil and gas negotiations	FIN/ERP-420
post-secondary education	FIN/FPR-220
public housing	CMH/GCC-010
Social housing	CMH/GCC-045
taxes	FIN/FPR-285
	FIN/TAC-740
trade development	RIE/POL-250
Federal Records Centres	PAC/FRC-160
Federal statutes	
general enforcement of	CMP/OPD-305
infractions against, prosecutions	JUS/JUS-005
Federal-territorial	
agreements and arrangements	INA/NAP-175
oil and gas program	INA/NAP-320
Feed	
compliance with regulations	DOA/FPI-145
skim milk powder used as	CDC/MOP-095
Feed Freight Assistance Adjustment Fund	DOA/RDB-475
Fellowships	
Bora Laskin National Fellowship in Human Rights Research	SHR/FEL-240
health sciences	MER/PRB-070
health sciences research	MER/PRB-075
industrial	SER/GSA-030
science and engineering research	SER/GSA-025
social sciences and humanities research	SHR/FEL-210
	SHR/FEL-215
	SHR/FEL-220
	SHR/FEL-230
	SHR/FEL-235
US National Institute of Health/ international research	MER/PRB-110
welfare research	NHW/WGD-410
Female Employees Equal Pay Act	
regulations	LAB/ERC-180
Female offenders	
special programs	CPS/SCP-310
Ferry service	
subsidies	DOT/DWD-280

Key Words	CoR No.
Fertilizer	
compliance with regulations	DOA/FPI-150
Festival of Spring	NCC/PAB-040
Festivals	
film	CFD/ADM-020
	NFB/COM-010
Fibre optics	
applied research	DOC/REC-140
Fibre science, research in	NRC/DCH-240
Film and video	
English language production and marketing	NFB/EPB-025
French language production and marketing	NFB/FPB-030
processing and technology	NFB/SED-035
sound recording	NFB/SED-040
statistical records	STC/ECT-190
Film industry	
grants	CAC/MAS-085
Films	
agricultural	DOA/COM-335
archival, acquisition of	PAC/FTS-035
archival, enquiries concerning	PAC/FTS-040
archival, general information on	PAC/FTS-030
archival, retention of	PAC/FTS-045
assistance	CFD/ADM-020
Canadian content, policies on	DOC/ACS-260
certification applications	DOC/ACS-255
co-production treaties	CFD/ADM-010
conferences and special projects	NFB/COM-015
distribution and marketing	CFD/ADM-025
festivals, awards and special events	NFB/COM-010
industry support	CFD/ADM-020
NFB special projects	NFB/COM-020
policies concerning film industry	DOC/ACF-220
production	CFD/ADM-015
technical support	NFB/SED-045
technology and equipment	NFB/SED-055
visual effects	NFB/SED-050
Finance (standard class of records)	
see first, institution identifier with 914, if available, in chapter concerning relevant institution	
Finance	
accounting for the public debt	BOC/PDD-330
balance of payments	BOC/INT-240
	BOC/INT-245
	BOC/INT-250
	BOC/INT-255
	BOC/INT-265
Bank for International Settlements	BOC/INT-235
Bank of Canada accounting records	BOC/COM-340
banking services to central banks	BOC/INT-270
capital markets, Atlantic region	BOC/SEC-005
chartered banks analyses	BOC/MFA-105
Customs	RCC/CPE-160
customs	RCC/CPE-395
dead loan file, FBDB	BDB/FLS-035
developments in foreign countries	BOC/INT-220
developments in the U.S.	BOC/MFA-145
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econometric analysis	BOC/MFA-140
economic history	BOC/SEC-075
Exchange Fund Account	BOC/INT-180
exchange rates and market analysis	BOC/INT-260
Farm Credit Corporation	FCC/ADM-075
farm loan accounts	FCC/ADM-120

Key Words	CoR No.
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Federal Business Development Bank accounts	BDB/FLS-030
federal management	OCG/PDB-115
federal organizations dealing with international economics	BOC/INT-215
federal-provincial equalization	FIN/FPR-205
	FIN/FPR-210
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foreign exchange market	BOC/INT-190
foreign exchange reserves	BOC/INT-175
foreign exchange transactions	BOC/INT-185
government banking	BOC/DED-290
Government of Canada borrowings	BOC/PDD-305
Government of Canada clearings and redemptions	BOC/DED-295
information on non-financial private sector	BOC/MFA-115
interest rates	BOC/MFA-130
internal, Canadian Film Development Corporation	CFD/ADM-005
internal, information	DEA/EFFB-085
international	FIN/IGB-050
international, Canadian and foreign initiatives	FIN/SPA-100
international capital markets	BOC/INT-210
International Monetary Fund	BOC/INT-230
international organizations	BOC/INT-225
international payments system	BOC/MFA-165
international programs	FIN/IFD-615
international relations	FIN/IFD-605
international, statistics	FIN/IFD-610
intervention	BOC/INT-195
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mortgage markets	BOC/MFA-120
non-bank intermediaries	BOC/MFA-110
payment of interest	BOC/PDD-320
payment systems, Canadian institutions	BOC/MFA-155
primary distributors	BOC/SEC-015
	BOC/SEC-020
primary distributors, statistics	BOC/SEC-025
Quebec Youth Allowances	FIN/FPR-215
security markets	BOC/SEC-020
special studies	BOC/SEC-070
surveys, reports and returns	BOC/MFA-150
Finance and loan companies	
general information	FIN/FIM-150
Financial administration evaluation, federal	OCG/PDB-095
Financial assets and liabilities	
persons and unincorporated business	BOC/MFA-115
Financial community	
liaison with government	FIN/CFD-505
Financial conferences	
federal-provincial	FIN/FPR-235
Financial developments	
Canada	FIN/FAD-190
Financial flows	
statistics	STC/IFE-245
Financial flows and forecasting	BOC/MFA-135

Key Words	CoR No.
Financial institutions	
administrative arrangements with the Bank of Canada	BOC/PDD-335
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	INS/OPS-005
international	FIN/IFD-640
	FIN/IFD-645
taxation data	STC/IOF-435
Financial management programs	TBS/PRB-555
Financial markets	
Canada	FIN/FAD-190
	FIN/FIM-160
Financial planning	
balance of payments	FIN/FAD-180
federal government	FIN/FPD-055
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special projects	FIN/SPA-080
Financial planning and management	
Canada Mortgage and Housing Corporation	CMH/FMI-240
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NCC	NCC/FAB-090
Financial policy	
Customs and excise	RCC/CAE-420
Financial reports	
Federal Business Development Bank	BDB/FLS-005
Financial transactions	
federal	OCG/PDB-075
Financing abroad	
government	FIN/FIM-175
Financing and contracting	
Canadian Commercial Corporation	CCC/CCC-005
Financing, business	
investment and venture capital	BDB/FLS-045
loans, guarantees and other	BDB/FLS-020
loans, investments and guarantees	BDB/FLS-025
sources other than Federal Business Development Bank	BDB/FLS-015
Financing Confederation; Today and Tomorrow	ECC/PAA-080
Financing, domestic	
general	BOC/SEC-050
Government of Canada loans	BOC/SEC-055
Financing, foreign	
Government of Canada loans	BOC/SEC-060
Fingerprint examiner	SGC/PSB-010
Fingerprinting	
adults, juveniles	CMP/IDD-105
identification services	CMP/OPD-335
Fire Commissioner of Canada	PWC/PWC-035
Firearms	
registration	CMP/IDD-110
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Fireworks	
authorization and testing	EMR/XPB-515
First World War Campaign Stars	
issue and replacement	VAC/DVA-005
Fiscal policy	
effects of federal governments	FIN/SPA-095
impact of government	FIN/FPD-065
Fiscal services	
government banking	BOC/INT-270

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Fish and fisheries	
agreements	DEA/JCX-010
conservation and protection	DFO/PFF-030
departmental program evaluation	DFO/PPP-050
developmental programs	DFO/AFS-005
federal-provincial relations	DFO/PPP-055
habitat protection	DFO/PFF-025
habitat research	DFO/PFF-020
in national parks	DOE/ECS-140
inspection of fish products	DFO/MIF-070
international aid	IDA/RVP-765
international trade relations	DFO/MIF-065
labour market development	EIC/LMD-370
management, conservation, protection	DFO/AFS-015
marketing	FIN/EDD-495
marketing policies and strategies	DFO/MIF-060
native peoples	INA/IIA-065
northern	NCP/OEB-030
Pacific region salmonids	DFO/PFF-035
policy and development	FIN/EDD-495
product inspection	DFO/MIF-070
research	DFO/AFS-010
services to fishermen	DFO/AFS-005
socioeconomic research	DFO/PPP-045
strategic policy and planning	DFO/PPP-040
Fisheries Improvement Loans	FIN/GED-780
Fishing Vessel Assistance Program	DFO/FAA-095
Fishing Vessel Insurance Plan	DFO/FAA-095
Fishing vessels	
construction	DFO/FAA-095
insurance	DFO/FAA-095
subsidies and loans	DFO/FAA-095
Fitness	
financial and technical support	NHW/EAS-420
Flags, military	DND/DOC-425
Flight operations	
Transport Canada	DOT/FSD-090
Flight research	NRC/NAE-470
Flight rules	
geographical mapping	EMR/SMB-415
Flight safety, Armed Forces	DND/FSD-095
Flood control	
Assiniboine River	DOA/PFA-540
damage reduction	DOE/ECS-180
Fluid-particle technology research	NRC/DCH-175
Fluorescence and phosphorescence, research in	NRC/DCH-230
Fluoride research	NRC/BSC-105
Flying clubs	
operations	DOT/DIC-095
Food (see also Meat products)	
additives/safety	NHW/FDI-110
awareness of nutrition practices	NHW/HPD-310
consumer protection	CCA/BCA-045
content and date marking	CCA/BCA-010
cooperatives and marketing boards	DOA/MAE-280
drug residues in livestock	NHW/DDI-140
economic data	DOA/MAE-330
Health and Welfare field activities	NHW/FOD-215
inspection programs	CCA/BCA-010
market analyses	DOA/MAE-320
marketing policy	FIN/EDD-485
microbial hazards	NHW/FDI-115
nutritional standards	NHW/FDI-120
policies on production, transportation	IDA/YVP-035
pricing and coding	CCA/BCA-010

Key Words	CoR No.
Food	
(continued)	
producers for Canada's aid program	IDA/MVP-160
production, distribution and marketing policy	FIN/EDD-475
regulatory policy and standards	NHW/FDI-105
retailing corporations	DOA/MAE-285
sampling and testing	CCA/BCA-010
standards for microbial quality	NHW/FDI-115
statistics	STC/IND-320
Food aid	
Bangladesh	IDA/BSD-270
Burkina Faso	IDA/BFD-585
Canadian policy and programs	IDA/MVP-180
Chad	IDA/BFD-580
commodities supplied by Canada	IDA/MVP-170
countries receiving	IDA/MVP-165
Ethiopia	IDA/BCD-560
international organizations	IDA/MVP-175
Mali	IDA/BFD-570
Mauritania	IDA/BFD-595
Somalia	IDA/BCD-500
Sri Lanka	IDA/BSD-285
Sudan	IDA/BCD-555
world food program	IDA/MVP-185
Food and Agriculture Organization	
databases	IDR/ISD-020
Food and consumer product industries	RIE/FCP-075
Food and economic policy	CCA/BPC-140
Food markets	
economic studies and policy	DOA/MAE-325
Food price index	
inflation	FIN/FPD-075
Food production	
energy utilization, research on	DOA/RER-205
Food products	
analytical tests for quality	DOA/FPI-065
consumer advisory service	DOA/MAE-270
distribution and transportation	DOA/MAE-295
export information	DOA/MAE-275
market information	DOA/MAE-260
methodologies for quality analysis	DOA/FPI-070
processing	DOA/MAE-290
processing and distribution research	DOA/RER-240
supplies for food-deficient countries	DOA/SDM-405
Food services	
Correctional Service Canada	CPS/FSD-090
Food systems	
government master specifications	PWC/PWC-020
Foodstuffs	
tax rulings	RCC/EPE-005
Footwear industry	
general	RIE/OIA-050
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Foreign exchange market	BOC/INT-190
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Foreign exchange reserves	
definitions and historical data	BOC/INT-175
Exchange Fund Account	BOC/INT-180
Foreign exchange transactions	
bookkeeping and trading procedures	BOC/INT-185

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Foreign governments	
income tax information/treaties	RCT/LEG-070
social security agreements	RCT/LEG-095
treaty negotiations/taxation	RCT/LEG-075
Foreign investment	
assessment of proposals	FIR/ASB-010
bids by alternative buyers	FIR/COB-050
compliance with decisions on proposals	FIR/COB-025
consultations on policy and initiatives	FIR/PRC-085
FIRA consultation with departments	FIR/PRC-060
FIRA/petroleum industry	EMR/EPS-170
FIRA liaison with educational institutions	FIR/PRC-070
FIRA liaison with international organizations	FIR/PRC-065
FIRA liaison with provinces	FIR/PRC-075
FIRA opinions on	FIR/COB-015
FIRA participation in conferences	FIR/PRC-080
guidelines, development of	FIR/COB-030
industrial analyses	FIR/PRC-100
investors, information on	FIR/COB-020
legislation implications	FIR/PRC-055
non-eligible persons	FIR/COB-045
other countries	FIR/PRC-090
parliamentary questions	FIR/PRC-105
policy development and initiatives	FIR/PRC-110
recommendations concerning proposals for	FIR/COM-005
third-party representations	FIR/COB-050
trade development	RIE/POL-250
Foreign Investment Review Act	
guidelines	FIR/COB-030
interpretation of	FIR/COB-035
procedures for implementing the Act	FIR/COB-040
rationale for	FIR/PRC-095
Foreign ownership	
extent	FIN/IER-555
international finance and trade	FIN/SPA-100
Foreign policy	
CIDA participation	IDA/MVP-140
history	DEA/SFB-165
Foreign relations	
francophone countries	DEA/SFB-210
Foreign trade (see also Trade)	
agreements, quotas	DEA/FGB-025
agriculture, fish, and food products	DEA/TFB-035
economic forecasts	FIN/EFD-130
grain and oilseeds industry	DEA/TFB-040
marketing strategies	DEA/TFB-030
Foreign workers	
policy on	EIC/LMD-385
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Forensic studies	
RCMP	CMP/LAB-130
Forest fires	
research	DOA/CFS-665
Forest Industry Renewable Energy (FIRE)	EMR/CNP-245
Forest management	
Crown lands	DOA/CFS-685
Ottawa Greenbelt	NCC/PRB-070
control methods and research of pests and disease	DOA/CFS-670
socioeconomic development of resources	DOA/CFS-685

Key Words	CoR No.
Forest products	
export control	DOA/FPI-160
import control	DOA/FPI-155
statistics	DOA/CFS-625
supply and demand	DOA/CFS-615
Forestry	
agreements and programs	DOA/CFS-610
application of scientific principles to forestry problems	DOA/CFS-620
census of	STC/IND-385
development and management in developing countries	IDA/YVP-045
ecology research	DOA/CFS-680
environmental impact	DOA/CFS-615
environmental impact research	DOA/CFS-675
expertise centres	DOA/CFS-635
Forestry Development and Communications Directorate (Canadian Forestry Service)	DOA/CFS-685
industrial policy and development	FIN/EDD-500
international aid	IDA/RVP-755
international relations and knowledge sharing	DOA/CFS-605
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labour market development	EIC/LMD-370
liaison with government agencies and private sector	DOA/CFS-685
management practices	DOA/CFS-660
northern Canada resources	INA/NAP-260
productivity	DOA/CFS-660
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reforestation research	DOA/CFS-645
research and development grants	DOA/CFS-635
skilled labour force, development of	DOA/CFS-685
statistics	DOA/CFS-625
tree species, commercial and exotic	DOA/CFS-650
tree species grown for wood, fibre or energy	DOA/CFS-655
Francophone countries	
Canadian relations	DEA/SFB-210
Fraudulent cheques	CMP/IDD-120
Freight, air	
policies, rulings and rates	DOT/DIC-095
Freight, marine	
transportation	DOT/MSS-210
Fruit and vegetable industry	
export, import, interprovincial movement, regulation of	DOA/FPI-055
grading, standards and labelling	DOA/FPI-045
inspection and monitoring of products and establishments	DOA/FPI-060
licensing of dealers and brokers	DOA/FPI-050
registration of processing plants and warehouses	DOA/FPI-050
Fuel	
and lubricants research	NRC/DME-405
atomic energy processing facilities	AEB/FCM-200
economy/motor vehicles	DOT/DTS-275
pollution investigations	DOE/EPS-230
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Fuel Tax Rebate Program	
claims	RCC/EPE-055
review of permits	RCC/EPE-060
vendors certificates, applicant information	RCC/EPE-065
Fund for Rural Economic Development	FIN/EDD-450

Key Words	CoR No.
Fund-raising campaigns	
within federal government	DSS/EAS-115
Fundy Tidal Power Development study	NEB/EPB-155
Fungal metabolites, research in	NRC/ARL-060
Fur garments	
regulations, complaints, sampling and testing	CCA/BCA-020
Fur industry	
general	RIE/OIA-055
Furniture and furnishings (standard class of records)	
see first, institution identifier with 910, if available, in chapter concerning relevant institution	
Furniture and furnishings	
manufacturing records	STC/IND-355
product control of furniture and care supplies	CCA/BCA-075
Fusion	
energy research and development	NRC/DEN-305
research	AEC/SEC-015

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Gabon	
Canadian aid	IDA/BED-665
Galop Canal see St. Lawrence Seaway	SLS/ESB-050
Garden and yard equipment	
product control	CCA/BCA-075
Gardiner and Qu'Appelle River Dams	
construction, operation, maintenance	DOA/PFA-52
Gas (see also Electricity and gas; Natural gas; Oil and gas)	
dynamics research	NRC/DME-410
export licences for products	NEB/GAS-140
financial policy	FIN/ERP-420
Gasoline Excise Tax	
refund claims	RCC/EPE-050
tax refund	RCC/EPE-085
Gatineau Park	NCC/PAB-035
GATT (General Agreement on Tariffs and Trade)	
Canadian participation	RIE/POL-245 DEA/EFFB-065 CIT/CIT-010 FIN/SPA-100
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General Aptitude Test Battery	EIC/EMP-450
Geocartographics Centre	STC/ISD-500
Geodesy	
survey network	EMR/SMB-410
Geodynamics	
general	EMR/PHB-325
Geographical mapping	
general	EMR/SMB-415
Geographical names	
permanent committee on	EMR/SMB-415
Geography	
human, physical, historical, economic	EMR/SMB-415
statistics	STC/GEO-520
Geological information	
general	EMR/GSC-365

Key Words	CoR No.
Geological services	
Yukon and Northwest Territories	INA/NAP-300
Geological surveys	
general	EMR/GSC-350
Northern operations	EMR/CGA-105
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operations	EMR/DEX-010
Geology	
Cordilleran	EMR/GSC-390
economic	EMR/GSC-360
laboratories and technical services	EMR/GSC-355
precambrian	EMR/GSC-370
sedimentary and petroleum	EMR/GSC-395
Geomagnetism	
monitoring	EMR/PHB-330
Geophysical surveys	
Northern operations	EMR/CGA-105
offshore programs	EMR/CGA-100
Geophysics and geochemistry	
improved technologies	EMR/GSC-375
Geoscience	
Atlantic	EMR/GSC-385
Geothermics	
research	EMR/PHB-335
Ghana	
Canadian aid	IDA/BCD-465
Gifts and donations	
income tax deductions	NMC/CMS-015
Gifts, monetary	
NRC	NRC/EXE-005
Glaciers	
research	DOE/ECS-205
Glenn Gould Prize	CAC/ART-005
Gold	
confirmation of balances and statements	BOC/COM-345
custodial responsibilites	BOC/DED-300
custodial responsibilities of the Bank of Canada to clients	BOC/COM-345
IMF	FIN/IFD-600
reserves	FIN/FAD-185
sales to Royal Canadian Mint	FIN/ERP-410
Gold Maple Leaf Bullion Coin	RCM/BRS-015
Gold, silver and other commodities	
market practices	BOC/INT-205
refinery sales for	RCM/BRS-020
Goods and services	
competitive operations, suppliers	RIE/IRB-085
federal sales tax	FIN/TAC-745
Government Annuities Program	
actuarial services	EIC/INS-160
Government Industrial Assistance Programs	NRC/IMR-380
Government liaison	
policy and planning	NCC/SEC-010
Government records	
disposal of	PAC/RMM-180
Government securities	
information on finishing, inventory and distribution	BOC/DED-300
Government Telecommunications Program	DOC/TIT-120
Governor General's Awards	CAC/ART-005
Graduated Payment Mortgages (GPM)	CMH/ISO-110

Key Words	CoR No.
Grain	
cereal grains, research on	DOA/CGC-575
export and processing	DEA/TFB-040
handling and storage	DOA/CGC-570
handling, policy on	DOA/CGC-585
levies on grain sold	DOA/SDM-350
Ports Canada operations	CPC/POR-005
regulations and collection of revenues	DOA/CGC-585
sales transactions	DOA/SDM-345
sample inspections	DOA/CGC-565
stabilization payments to producers	DOA/SDM-350
transportation	CTC/RTC-095
transportation/railways	DOT/DRG-285
weighing at terminal and transfer elevators	DOA/CGC-580
Grain elevators	
licensing, insuring, auditing of operations	DOA/CGC-570
Grain Futures Act	
administration of	DOA/CGC-585
Grants (see also Assistance, financial)	
arts, enquiries on	CAC/AAS-025
arts, policy on	CAC/AAS-030
biotechnology development	MER/PRB-035
Canadian Homeownership Stimulation Plan	CMH/ISO-140
Canadian studies research tools	SHR/STR-085
Canadian universities/earth sciences	EMR/DEX-010
career investigators program/medicine	MER/PRB-055
child and family research	SHR/STR-075
cultural property	DOC/ACS-275
dance	CAC/DAS-060
education, to provinces	SSC/ESP-005
energy conservation incentives	EMR/DEX-035
federal-provincial	FIN/FPR-225 FIN/FPR-230
films	CAC/MAS-085
for International Representation Program	CAC/AAS-045
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health	ECC/PAA-080
housing research	CMH/NOS-185
housing/remote and native communities	CMH/PSO-070
industrial relations research	LAB/EIR-130
Inuit culture	INA/NAP-205
management development research	SHR/STR-100
medical development	MER/PRB-050
medical research development	MER/PRB-040
medical research teams	MER/PRB-015
medical research/individuals	MER/PRB-010
medical research/universities	MER/PRB-045
medical scientists	MER/PRB-060
military research	DND/RDB-725
municipal water and sewer	CMH/PSO-075
music	CAC/MUS-100
ownership of cultural property	CPE/CPI-005
population aging research	SHR/STR-070
post secondary education	ECC/PAA-080
research, broadcasting	CRT/COR-070
research equipment	MER/PRB-020
research facilities	MER/PRB-025
research infrastructure and equipment	SER/GSA-020
scholarly publishing	SHR/IRC-145
science and engineering research	SER/GSA-015
science and technology research	SHR/STR-110
science/northern research	INA/NAP-220
social sciences and humanities research	SHR/RES-035
standards research	SDC/EIB-020

Key Words	CoR No.
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theatre	CAC/THS-110
to municipalities in lieu of property tax	PWC/PWC-090
video programs	CAC/MAS-090
visual arts	CAC/VAS-150
voluntary organizations, youth	SSC/CCP-075
water and sewer	CMH/PSO-075
women and work, research on	SHR/STR-080
writing and publications	CAC/WPS-165
youth groups	SSC/CCP-075
Grants in lieu of taxes	
federal government	FIN/FPR-245
federal-provincial	FIN/FPR-285
to municipalities, NCR	NCC/PRB-055
Grants, language	
to municipalities, National Capital Region	NCC/SEC-005
to voluntary organizations, National Capital Region	NCC/SEC-005
Gravity	
research, maps	EMR/PHB-340
Great Lakes	
shipping traffic	SLS/FAB-020
Greenbelt see Ottawa Greenbelt	
Gross National Product	
statistics	STC/GNP-235
Guaranteed Income Supplement (GIS)	
financial policy	FIN/SPD-375
Guatamala	
Canadian aid	IDA/BMD-370
Guinea-Bissau	
Canadian aid	IDA/BFD-600
Guinea, Republic of	
Canadian aid	IDA/BFD-675
Guns	
control	SGC/POL-085
registration	CMP/IDD-110
repair and maintenance	CMP/DEP-255
Guyana	
Canadian aid	IDA/BMD-415

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Hail research	NRC/DEE-260
Haiti	
Canadian aid	IDA/BMD-390
Halifax Relief Comission	FIN/FPR-250
Handicapped persons see Disabled and handicapped persons	
Handwriting samples	
identification of offenders	CMP/IDD-120
Harbours and ports	
cargo handling	DOT/MSS-195
operation and maintenance	DOT/MPH-135
Harmonized Commodity Description and Coding System	RCC/CPE-380
Harvesting technology	NRC/DEN-300
Hazardous Products Act	CCA/BCA-070
Hazards	
in the work place, chemical	OHS/TES-010
in the workplace	OHS/TES-020
in the workplace, chemical	OHS/ISS-005
in the workplace, physical	OHS/TES-025
Healey Willan Prize for Amateur Choirs	CAC/ART-005
Health	
adverse reactions to drugs	NHW/CDC-125
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chemical hazards	NHW/EHD-090
child and adult medico-social matters	NHW/HSD-275
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services/women	ASW/RES-035
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Health and population	
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atomic energy control regulations	AEB/PAB-235
bibliography of CCOHS holdings	OHS/ISS-005
CCOHS records	OHS/TES-040
certificates for explosives	EMR/XPB-520
explosives testing, manufacture, storage and transportation	EMR/XPB-510
industrial chemicals	OHS/TES-010
international laws	OHS/TES-035
mining communities	EMR/MPS-565
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occupational diseases	OHS/TES-015
occupational, information	OHS/ISS-005
prescribed radioactive substances	AEC/ECM-155
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radiation protection	AEB/RRB-245
	AEC/DRR-040
radioactive exposure	AEB/ECM-175

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Health and safety (*continued*)	
standards for explosives	EMR/XPB-525
Health and social issues	
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Health and welfare	
departmental program evaluation	NHW/SAP-005
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science policy	NHW/PPI-070
Health sciences	
centennial fellowships	MER/PRB-070
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library reference service	NRC/TTR-685
research	IDR/ISD-025
research grants	MER/PRB-035
research requirements	MER/PPD-120
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research training fellowships	MER/PRB-075
undergraduate awards	MER/PRB-085
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Heat pump research	NRC/DEN-320
Heatline	EMR/CRB-265
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financial policy	FIN/ERP-395
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prescribed equipment	AEC/FCM-125
safety assessment of	AEC/ASB-105
Heliports	DOT/AAA-085
Hemispheric observations	DOE/AES-450
Heraldry	
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Heritage	
National Capital Region	NCC/PAB-045
Heritage buildings	
leasing	NCC/PRB-065
Heritage Canada	
financial policy	FIN/ERP-405
Heritage canals	
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Herzberg Institute of Astrophysics, administration of	NRC/HIA-335
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contingency planning	SGC/PSB-020
Historic sites and parks	
financial policy	FIN/ERP-405
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National Capital Region	NCC/PAB-045
socioeconomic projects	DOE/PKS-015
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surveying	EMR/SMB-405
Historical documents	
acquisition and conservation	PAC/DAO-005
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Canadian foreign policy	DEA/SFB-165
Hog fat survey	DOA/FPI-030

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Holdings and properties (standard class of records)	
see institution identifier with 905, if available, in chapter concerning relevant institution	
Home energy	
conservation and oil substitution	EMR/CRB-265
Home fuels, building material	
product control	CCA/BCA-075
Home Improvement Loan Insurance Fund	CMH/ISO-130
Home Insulation Program (HIP)	
Prince Edward Island and Nova Scotia	CMH/CTS-340
Homicides	
statistics	STC/CCJ-135
Honduras	
Canadian aid	IDA/BMD-375
Honours and awards	
issue and replacement	VAC/DVA-005
Hospitals	
operational statistics	STC/HLT-085
veterans	VAC/VSB-025
Hospitals, public	
taxable status	RCC/EPE-030
Hostage taking	
contingency planning	SGC/PSB-020
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Hours of work	
information and exemptions	LAB/ERC-195
House of Commons	
pay	DSS/ROS-090
Household facilities and equipment	
statistics	STC/HLD-050
Household surveys	
analysis	STC/LHS-060
Housewares	
product control	CCA/BCA-075
Housing	
appraisals	CMH/NOS-175
assistance to Indians/bands	INA/IIA-085
assistance to veterans	VAC/VLA-060
	VAC/VLA-085
assistance to veterans, special	VAC/VLA-080
authorities boards	CMH/ODS-305
demonstration projects	CMH/PDR-235
design	CMH/NOS-165
disabled and handicapped persons	CMH/PSO-090
Economic Commission for Europe Committee on Housing, Building and Planning	CMH/ODS-300
economic forecasts	FIN/EFD-130
federal-provincial relations	CMH/PDR-210
financial policy	FIN/SPD-345
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industry, government liaison	CMH/GCC-030
insulation	CMH/CTS-340
international agreements	CMH/ODS-310
legislation	CMH/GCC-005
loans	CMH/GCC-005
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mortgage market information	BOC/MFA-120
multiple-unit, sales	CMH/ISO-150
National Housing Act	CMH/GCC-005
native peoples	CMH/GCC-010
non-profit and cooperative	CMH/PSO-055
planning/scholarships	CMH/PDR-190
policy development	CMH/PDR-215

Key Words	CoR No.
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program evaluation	CMH/PDR-225
public	CMH/GCC-010
public, costs	CMH/PSO-050
public, sales	CMH/ISO-145
remote and native communities	CMH/PSO-070
renovation assistance	CMH/PSO-095
rental	CMH/PSO-055
research and development	CMH/NOS-180
research grants	CMH/PDR-185
rooming	CMH/PSO-090
rural and native peoples	CMH/PSO-060
single-units, sales	CMH/ISO-155
social	CMH/GCC-045
standards	CMH/PDR-195
statistics	CMH/PDR-230
	STC/NFS-025
	STC/SCT-480
technical services	CMH/CTS-350
technology	CMH/NOS-170
technology incentives	CMH/PDR-200
technology transfer of energy conservation material	EMR/CNP-225
veterans on part-time farms	VAC/VLA-090
Human resources (standard class of records)	
see first, institution identifier with 921, if available, in chapter concerning relevant institution	
Human resources	
CIDA recruitment	IDA/RDG-710
construction industry, planning	EIC/LMD-360
for and in developing countries/CIDA	IDA/YVP-050
oil and gas industry, planning	EIC/LMD-355
Human rights	
CHRC activities	HRC/PPB-035
CHRC, administration of	HRC/AFP-045
CHRC financial management	HRC/AFP-050
CHRC legal matters	HRC/LEG-005
CHRC personnel management	HRC/AFP-055
CHRC policies	HRC/CCB-020
complaints, EIC	EIC/SEC-045
cooperative liaison with organizations	HRC/PPB-040
Customs and excise	RCC/CAE-440
education programs	HRC/PPB-035
general information	HRC/CCB-015
policies and procedures/Transport Canada	DOT/DSE-050
policy and guidelines, EIC	EIC/SEC-045
research and policy analysis	HRC/RPB-010
research fellowship	SHR/FEL-240
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tribunals proceedings	HRC/AFP-060
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Humanities research see Social sciences and humanities	
Hunting rights	
native peoples	INA/IIA-065
Hydraulics	
St. Lawrence Seaway	SLS/ESB-085
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Hydro Quebec	
Research Institute	EMR/CNP-215
St. Lawrence Seaway	SLS/ESB-095

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Hydrocarbons	
development in northern Canada	INA/NAP-320
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Hydrogen energy research	NRC/DEN-325
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Hydrometeorology	
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Ice	
and sea state models	DOE/AES-415
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Coast Guard, operations	DOT/MSR-190
contracts	DOE/AES-405
dynamics research	DOE/ECS-205
in navigable waters, research	DOE/AES-310
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observing programs	DOE/AES-340
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St. Lawrence Seaway	SLS/OMB-010
studies	NRC/DME-415
Icebreaking tankers	
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IEA Committee on Energy Research and Development (CRD)	EMR/DEX-040
IMF see International Monetary Fund	
Immigrants	
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policies concerning admission	EIC/IMM-120
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Immigration	
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Appeal Board index	IAB/OPS-010
appeals and applications	IAB/OPS-005
assessment of program	EIC/SPP-665
Canadian services	DEA/SFB-185
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policies on admission	EIC/IMM-120
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research and policy analysis	EIC/SPP-700
review of selection criteria	EIC/SPP-700
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special authorization	EIC/IMM-065
systems supporting administration of program	EIC/SYS-550
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travel agency responsibilities	EIC/IMM-085
Immigration Act	
effect of the Charter of Rights on	EIC/IMM-135
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Immunizations	
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Immunochemistry research	NRC/BSC-110
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IMPAC project	OCG/PCU-015
Importers	
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animal and bird, control of	DOA/FPI-015
anti-dumping investigations	RCC/CPE-210
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appeals against anti-dumping and valuation rulings	RCC/CPE-225
countervailing duties	RCC/CPE-220
courier control	RCC/CPE-305
detection of prohibited goods	RCC/CPE-300
duty and taxes	RCC/CPE-145
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enforcement policies	RCC/CPE-370
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less than market value	FIN/IER-590
meat products, certification of	DOA/FPI-090
plant pest control	DOA/FPI-155
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special excise taxes	FIN/TAC-755
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Imprisonment	
issues	SGC/POL-075
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In Short Supply; Jobs and Skills in the 1980s	ECC/PAA-075
Incarceration	
policy information	SGC/PRB-050
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Income security	
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EDP programs and systems for delivery	NHW/ISP-370
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Income tax (see also Duties and taxes; Taxation; Taxes)	
audit publications and training courses	RCT/PSB-225
audit/regulations and policy	RCT/PSB-220
business and property, policy development	FIN/TPL-720
capital cost allowances	FIN/CRT-760
commercial crime	CMP/CID-045 CMP/OPD-270
corporation, federal-provincial	FIN/FPR-280
corporations and shareholders	FIN/CRT-765
deductions at source and collections	RCT/PSB-155
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deductions/gifts to National Museum	NMC/CMS-015
EDP accounting systems/corporation tax and gasoline excise tax processing	RCT/PSB-280
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Income transfer programs	
financial policy	FIN/SPD-375
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India	
Canadian aid	IDA/BSD-275
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Indian Economic Development Fund	FIN/GFD-780
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Indonesia	
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Canadian econometric model	RIE/POL-240
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Industrial and regional development	
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Industrial application of computer technology	NRC/DME-395
Industrial Assistance Programs, Government	NRC/IMR-380
Industrial classification	
standard	CCA/BCP-115
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Industrial Cooperation Program	
developing countries	IDA/AVP-105
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Industrial design	
copyright	CCA/COA-095
Industrial Design Act	CCA/COA-095
Industrial development	
by sector	FIN/EDD-445
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Industrial energy	
policies and programs	EMR/CRB-275
Industrial expansion	EIC/LMD-340
Industrial Incentive Programs Audit	RCC/CPE-200
Industrial innovation	RIE/OII-135
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Industrial Materials Research Institute	NRC/IMR-380
Industrial operations	
penal institutions	CPS/IND-190
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Industrial products	
tariff classifications rulings	RCC/CPE-170
Industrial relations	
grants for research	LAB/EIR-130
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Industrial Research Assistance Program (IRAP)	NRC/TTR-710
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federal government	DSS/FAS-105
Industrial Technology Advisory Service	NRC/TTR-725
Industry	
Canadian Industrial Renewal Board	RIE/CIR-290
DRIE activities	RIE/XRO-330
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international aid	IDA/RVP-770
money market arrangements	BOC/SEC-010
output statistics	STC/IMA-240
policy analysis	NRC/TTR-715
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price statistics	STC/PRI-420
solid wastes control	DOE/EPS-280
standard classifications	CCA/BCP-115
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university science and engineering awards	SER/GSA-030
Industry Development Office	NRC/TTR-705

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Industry, Trade and Commerce/Regional Economic Expansion	
former programs	RIE/OII-150
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programs	RIE/JMD-010
	RIE/OIA-030
special former programs	RIE/NSP-365
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Industry/Laboratory Projects (PILP), Program for	NRC/TTR-720
Inflation	
Anti-Inflation Board	FIN/FPD-070
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INFODOC	
CCOHS database	OHS/TES-040
Informatics	
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Information collection	
controls on federal	TBS/APB-135
Information exchange programs	
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Information inventory, central	
federal government	TBS/APB-155
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policies	TBS/APB-055
Information services	
outside Canada	DEA/SEB-175
Information systems and technology	
federal policy concerning	TBS/APB-150
Information technology	
behavioural research	DOC/REI-155
research and development	DOC/REI-150
Infrasonic research	NRC/HIA-355
Infrastructure	
science and engineering research grants	SER/GSA-020
Inmate Trust Fund	FIN/GFD-775
Inmates	
academic education	CPS/ETD-170
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case management	CPS/CMD-230
dental care	CPS/HCO-330
discipline, punishment	CPS/OSD-365
education and training	CPS/ETD-165
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female offenders	CPS/SCP-310
grievance procedures	SGC/PRB-050
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management of affairs	CPS/IAD-270
medical care	CPS/HCO-335
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native offenders	CPS/SCP-315
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sentence administration	CPS/CMD-260
social and community programs	CPS/SCP-275
social, cultural and physical development	CPS/SCP-320
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Inspections	
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grain samples	DOA/CGC-565
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Inspector General of Banks	FIN/IGB-005
Institute for Marine Dynamics, operation of	NRC/IMD-385
Institutional care	
statistics	STC/HLT-080
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Institutional services, procurement	
Correctional Service Canada	CPS/MMD-110
Institutional training	EIC/LMD-320
Institutions, public	
taxable status	RCC/EPE-030
Insulation	
building standards	CMH/PDR-195
housing energy conservation	CMH/CTS-340
housing improvements	CMH/CTS-345
product control	CCA/BCA-075
urea formaldehyde	CCA/UFF-175
Insurability of employment	EIC/INS-175
Insurance	
benefit programs for public servants	TBS/PPB-375
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Farm Credit Corporation, life	FCC/ADM-095
government insurance and pension plans	INS/ACT-015
market structure	CCA/BPC-135
mortgages	CMH/ISO-110
premium tax	INS/ADM-035
public servants	TBS/PPB-370
public service plans	DSS/ROS-080
research and legislation	LAB/EIR-135
travelling exhibitions	DOC/ACS-270
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veterans medical	VAC/VSB-040
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Insurance companies	
balance-sheet data	BOC/MFA-110
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money market arrangements	BOC/SEC-010
rates, Canadian ownership	EMR/PNA-120
Insurance, deposit see Deposit insurance	CDI/MIS-005
Insurance policies	
Civil Service Insurance Act	INS/ADM-030
Intellectual property	
international policy, research	CCA/BPC-145
Intelligence activities	SIS/DDS-010
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Key Words	CoR No.
Intelligence, artificial	DOC/TIA-105
Intelligence, economic	
collection and analysis	DEA/IFB-145
Intelligence exchange on illegal entrants to Canada	EIC/IMM-105
Intelligence, foreign political and economic	
collection and analysis	DEA/IFB-135
Intelligence information	
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Intelligence Information System	
travellers entering Canada	RCC/CPE-285
Intelligence liaison	
detection of prohibited goods	RCC/CPE-300
Intelligence service	
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Intelligent robotics	NRC/DEE-270
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Inter-American Development Bank (IDB)	
Canada's aid to Latin America and the Caribbean	IDA/MVP-200
policies and programs	FIN/IFD-645
Interbank International Payments System	BOC/INT-270
Interchange Canada Program	PSC/MCP-075
Interdepartmental Task Force on Crown Corporation Legislation	FIN/CCD-545
Interest Act	
capital markets	FIN/FIM-145
Interest payments	
means of discharging	BOC/PDD-320
Interest rates	
statistical information	BOC/MFA-130
statistics, analysis	BOC/SEC-030
Internal Energy Conservation Program	EMR/DEX-035
International affairs	
Canadian Commercial Corporation	CCC/CCC-005
northern Canada	INA/NAP-200
taxation	RCT/LEG-080
International agencies	
aid and development policies	IDA/YVP-010
International agreements	
economic	FIN/IER-565
International aid see Assistance, international development	
International Air Transport Association (IATA) Conference	CTC/ATC-140
International Assignment Program	PSC/MCP-080
International Atomic Energy Agency (IAEA)	EMR/CNP-220
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International Bank for Reconstruction and Development (IBRD)	BOC/INT-225
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maintenance and regulation	EMR/SMB-425
International Centre for Advanced Technical and Vocational Training	
Canadian activities	LAB/IRB-090
International Centre for Settlement of Investment Disputes (ICSID)	FIN/IFD-640
International Civil Aeronautical Organization	DND/ADO-255

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International development	
influence of conditions in foreign countries	IDA/YVP-085
private investment	IDA/YVP-075
research, external databases	IDR/ISD-020
research, international databases	IDR/ISG-015
statistics	IDA/YVP-070
International Development Association (IDA)	
policies and programs	FIN/IFD-645
International economic organizations	BOC/INT-225
International Electrotechnical Commission	SDC/ISB-035
International Energy Agency (IEA)	EMR/DEX-020
	EMR/EPS-195
	EMR/ESB-140
	FIN/IER-585
energy conservation	EMR/CNP-210
International energy relations	EMR/EPS-195
International finance	
exchange and monetary systems	FIN/IGB-050
International Finance Corporation (IFC)	
policies and programs	FIN/IFD-645
International food and agricultural organizations	
food aid	IDA/MVP-175
International ice patrol	
Coast Guard	DOT/MSR-190
International Institute for Labour Studies	
Canadian activities	LAB/IRB-095
International Joint Commission	DOE/ECS-175
financial policy	FIN/ERP-405
pollution programs	DOE/EPS-270
International Labour Office	
databases	IDR/ISD-020
International Labour Organization (ILO)	
Canadian activities	LAB/IRB-100
conferences	LAB/IRB-085
women	LAB/WEA-010
International law	
environment	DEA/JCX-010
International Monetary Fund (IMF)	BOC/INT-220
	FIN/SPA-100
administration and Canadian participation	FIN/IFD-600
general	BOC/INT-230
International Organization for Standardization	SDC/ISB-030
International organizations	
economic relations	FIN/IER-560
policies and programs	FIN/IFD-650
International relations	
aid and development issues	IDA/YVP-020
economic	FIN/IER-560
economic and financial	FIN/IFD-605
health	NHW/IIA-040
health, welfare and social affairs	NHW/IIA-065
legal advice	DEA/JCX-020
minerals and metals	EMR/MPS-575
research projects with developing countries	IDR/CPD-035
social affairs	NHW/IIA-045
social security	NHW/IIA-055
	NHW/ISP-350
International Reserves, official	FIN/FAD-185
International Standard Book Numbers (ISBN)	
assignment of	NLC/CDB-030
International Standardization Organization (ISO)	BOC/MFA-165
International Strategic Minerals Inventory	EMR/MPS-590
International taxation	FIN/CRT-770
International Telecommunication Union (ITU)	
Canadian involvement in activities	DOC/PLI-005

Key Words	CoR No.
International trade	
conduct	FIN/IER-550
theory	BOC/RES-095
International travel	
records	STC/IFE-250
International Wheat Council (IWC)	
Canadian participation	IDA/MVP-190
International Women's Year	SSC/CCP-055
International Year of Disabled Persons (1981)	SSC/CCP-035
International Year of the Child (1979)	SSC/CCP-035
International Youth Year (1985)	SSC/CCP-035
	SSC/CCP-065
	SSC/CCP-075
	SSC/CCP-090
Interpol	CMP/CID-080
Interpretation and heritage	
National Capital Region	NCC/PAB-045
Interpretation centres	
environment	DOE/ECS-125
Interpretive data	
historic parks and sites	DOE/PKS-090
national parks	DOE/PKS-020
	DOE/PKS-075
wildlife	DOE/ECS-125
Intervention and Efficiency; A Study of Government Credit and Credit Guarantees to the Private Sector	ECC/PAA-070
Inuit see Native peoples	
Inventions	
Armed Forces	DND/RSD-740
patents	CCA/COA-100
Inventory management	
federal government	DSS/ROS-050
Investigation of combines, monopolies, trusts, mergers	RTP/COM-005
Investigations	
Correctional Service Canada	CPS/SDC-135
import/export	RCC/CPE-235
RCMP services	CMP/OPD-295
Investment companies	
general information	FIN/FIM-150
	INS/OPS-005
Investment dealers	
money market activities	BOC/SEC-015
statistics	BOC/SEC-025
Investments	
by banks	FIN/IGB-025
Iroquois Canal see St. Lawrence Seaway	SLS/ESB-080
Irrigation	
Alberta	DOA/PFA-535
demonstration farm	DOA/PFA-545
Prairies	DOA/PFA-515
South Saskatchewan River Project	DOA/PFA-525
southwest Saskatchewan	DOA/PFA-530
Isaak Walton Killam Research Fellowship	CAC/ART-005
ISBN	
assignment of numbers	NLC/CDB-030
Ivory Coast	
Canadian aid	IDA/BFD-615

Key Words	CoR No.
J	
J.B.C. Watkins Awards	CAC/ART-005
Jacqueline Lemieux Prize	CAC/ART-005
Jacques Cartier Bridge	
administration	SLS/JCB-125
Jamaica	
Canadian aid	IDA/BMD-420
Jean-Marie Beaudet Award	CAC/ART-005
Job Corps Program	EIC/LMD-405
Job creation programs	
assessment of	EIC/SPP-675
description of	EIC/LMD-390
unemployment insurance payments	EIC/INS-165
Job-search techniques	EIC/EMP-450
Jobbers	
financial, statistics	BOC/SEC-025
money market activities	BOC/SEC-015
John Howard Society	
relationship with CSC	CPS/SCP-280
Journal of Vacuum Science and Technology	NRC/DEE-250
Jules and Gabrielle Léger Fellowship	SHR/FEL-230
Jules Léger Prize for New Chamber Music	CAC/ART-005
Juridical affairs	
litigation and property settlements	NCC/SEC-015
Justice	
financial aid for administration of	JUS/JUS-035
law enforcement in the north	INA/NAP-195
women	ASW/RES-025
Juvenile justice	
offenders	SGC/POL-100
	SGC/POL-105
Juvenile services	
records	STC/CCJ-155
K	
Katimavik	SSC/CCP-065
Kenya	
Canadian aid	IDA/BCD-470
Kinetics research	NRC/DCH-200
	NRC/DCH-225
L	
Labelling	
meat products	DOA/FPI-085
Laboratories	
Biotechnology Research Institute, operation of	NRC/BRI-135
David Florida Laboratory	DOC/TII-115
Dominion Astrophysical Laboratory	NRC/HIA-350
NRC biological sciences, administration of	NRC/BSC-065
NRC chemistry, operation of	NRC/DCH-165
NRC electrical engineering, operation of	NRC/DEE-250
Ottawa River Hydraulic Laboratory	NRC/DME-415
Ottawa River Solar Observatory	NRC/HIA-340
Laboratory medicine	
standardization	NHW/CDC-180

Key Words	CoR No.
Labour	
adjustment benefits	EIC/INS-185
analysis of surveys	STC/LHS-060
and business relations	RIE/POL-215
arbitration/industrial relations	LAB/ASE-040
documentation/information	LAB/EIR-140
economic analysis	LAB/EIR-125
education assistance	LAB/ERC-205
federal-provincial relations	LAB/SPF-120
grants/studies in industrial relations	LAB/EIR-130
incentives for investment in developing countries	IDA/MVP-130
international activities	LAB/IRB-095
international conferences/meetings	LAB/IRB-085
international services	LAB/IRB-105
international training centre	LAB/IRB-090
law research	LRC/LRS-060
leave and pay	LAB/ERC-215
Organization for Economic Cooperation and Development (OECD)	LAB/IRB-110
policy development	FIN/SPD-300
quality of working life	LAB/ERC-220
railway employees/negotiations	LAB/PPT-035
United Nations	LAB/IRB-115
wage, operation and policy research	LAB/LDB-165
wage rates and working conditions	LAB/LDB-175
women/reports and statistics	LAB/WEA-020
Labour force survey	STC/HLD-035
data	EIC/SPP-650
Labour-management relations	
policy development	FIN/SPD-300
Labour market	
development policies	EIC/LMD-290
economic developments	EIC/SPP-715
imbalances	EIC/SPP-715
imbalances between supply and demand	EIC/SPP-635
manufacturing industry	EIC/LMD-380
natural resources	EIC/LMD-370
planning and adjustment	EIC/LMD-335
policies and information management	EIC/LMD-310
research	ECC/PAA-075
service industry	EIC/LMD-375
strategies and policies	EIC/SPP-710
studies	EIC/SPP-705
technological changes, analysis of	EIC/SPP-715
worker mobility	EIC/EMP-430
Labour organizations	
membership information	LAB/LDB-170
Labour practices, unfair	
complaints	CLR/OPS-010
Labour relations	
federal-provincial	LAB/SPF-120
general information	LAB/MCB-065
preventive mediation	LAB/MCB-075
specific industrial enquiries	LAB/MCB-070
Labour standards	
complaints	LAB/ERC-185
enquiry commissions	LAB/ERC-200
regulation development and revision	LAB/ERC-180
Labour unions	
membership data	STC/IOF-440

Key Words	CoR No.
Lands (standard class of records)	
see institution identifier with 907, if available, in chapter concerning relevant institution	
Land (see also Canada Lands; Property)	
acquisition and disposition of veterans' land	VAC/VLA-070
administration, Correctional Service Canada	CPS/EAP-065
agricultural, research	DOA/RER-195
data systems and services	DOE/ECS-170
eligibility of veterans for assistance	VAC/VLA-055
native peoples	INA/IIA-060
owned by Canada Mortgage and Housing Corporation	CMH/PSO-085
policy on management of federal	TBS/APB-070
residential development	CMH/PSO-085
settlements, federal	NCC/PRB-055
settlements of claims	DOE/ECS-155
uses of federally owned, NCR	NCC/PLB-080
veterans	VAC/VLA/050
veterans on provincial and Crown land	VAC/VLA-065
veterans/mines, minerals, surface rights	VAC/VLA-110
Land and property transactions	
government liaison	NCC/SEC-010
legal aspects	NCC/SEC-015
Land management	
oil and gas exploration	EMR/CGA-080
oil and gas exploration and production	INA/NAP-340
oil and gas/north	INA/NAP-310
Land, properties and buildings	
Indian Affairs and Northern Development	INA/ADM-370 INA/ADM-375
Land, rescissions and resales	
under Veterans Land Act	VAC/VLA-120
Land surveys	
National Capital Region	NCC/PRB-075
Land transfer	
loan administration	FCC/ADM-080
Land use	
ecological research	DOE/ECS-160
in the north	NCP/OEB-030
monitoring	DOE/ECS-160
National Capital Region inventories	NCC/PRB-055
National Capital Region plans	NCC/PLB-085
Ottawa Greenbelt	NCC/PRB-070
planning/Yukon and Northwest Territories	INA/NAP-265
policy and advice	DOE/ECS-155
research	DOE/ECS-165
territorial lands under DIAND	INA/NAP-250
Western community pastures	DOA/PFA-510
Landscaping	
government master specifications	PWC/PWC-020
Laser and plasma physics, research in	NRC/DPH-530
Laser chemistry	NRC/DCH-205
Laser techniques	NRC/DCH-230
Latin America	
Canadian aid	IDA/BMD-445 IDA/MVP-200
Law (see also Legislation)	
maritime and international environment	DEA/JCX-010
research in whole area of life and death	LRC/LRS-065
women	ASW/RES-025
Law, administrative	
study of federal agencies	LRC/LRS-010

Key Words	CoR No.
Law, commercial	
research	LRC/LRS-055
Law, criminal	
research	LRC/LRS-015
research into trial procedure	LRC/LRS-025
study of offences	LRC/LRS-020
Law, economic	
international	DEA/JCX-015
Law enforcement	
against international terrorists	CMP/OPD-285
commercial crime	CMP/CID-045
federal	SGC/PSB-015
identification services	CMP/OPD-335
in the north	INA/NAP-195
photography and audiovisual aids	CMP/IDD-125
police community relations	CMP/OPD-265
technical and electronic support	CMP/CID-040
technical and physical surveillance services	CMP/OPD-310
Law, family	
studies of federal legislation	LRC/LRS-045
Law, international	
public and private	DEA/JCX-020
Law, labour	
research	LRC/LRS-060
Law, military	
studies on the rules of evidence	LRC/LRS-035
Law of the Sea	
minerals	EMR/MPS-575
Law reform	
court evidence	LRC/LRS-040
methodology of study and research	LRC/LRS-005
obstruction of justice	LRC/LRS-020
pre-trial and trial	LRC/LRS-025
sentencing	LRC/LRS-030
Layoffs and terminations	
general information	LAB/ERC-210
Leather industry	
records	STC/IND-325
Leave and pay	
general information	LAB/ERC-215
LeBreton Flats Project, Ottawa	CMH/PDR-235
Leeward and Windward Islands	
Canadian aid	IDA/BMD-435
Legal agreements	
government liaison	NCC/SEC-010
Legal aid	
statistics	STC/CCJ-160
Legal metrology	CCA/BCA-050
Organisation internationale de Métrologie légale	CCA/BCA-065
Legal suits	
against the NCC	NCC/SEC-015
Legal surveys	
National Capital Region	NCC/PRB-075

Key Words	CoR No.
Legislation (see also Law)	
anti-dumping, countervailing and surtax	RCC/CPE-240
Legislation	
drafting instructions	JUS/JUS-020
drafts and amendments	FCC/ADM-005
employment	EIC/SEC-035
national defence	DND/JAG-020
proposed amendments/income tax	RCT/LEG-065
recommendations for changes/income tax	RCT/LEG-090
review and housecleaning	TBS/APB-205
rulings and interpretations/taxation	RCT/PSB-240
security, national	SIS/DDS-035
social	EIC/SEC-035
taxation	RCT/LEG-040
Lesotho	
Canadian aid	IDA/BCD-475
Letters patent	
registration of	CCA/DRG-170
Levies	
dairy funds used in skim milk production	CDC/MOP-095
dairy product export costs	CDC/SOP-060
Library services	
Anglo-American Cataloguing Rules (AACR)	NLC/CAT-060
aquisitions	NLC/CDB-030
bibliographic network	NLC/ADM-015
cataloguing in publication (CIP)	NLC/CAT-040
cataloguing programs	NLC/CAT-050
children's literature	NLC/PSB-115
computer-based information systems/ services	NLC/LSC-070
council of federal libraries	NLC/ADM-010
cultural events	NLC/ADM-025
exhibit information	NLC/ADM-020
federal government	NLC/ADM-005
handicapped and disabled persons	NLC/PSB-100
information science reference material	NLC/PSB-095
International Organization for Standardization	NLC/CAT-055
machine-readable cataloguing (MARC)	NLC/CAT-065
micro-publishing of theses	NLC/CDB-035
music manuscripts and recordings	NLC/PSB-085
national and international bibliographic projects	NLC/CAT-045
native persons' rights	NLC/PSB-105
newspaper/periodical holdings	NLC/PSB-080
non-official languages	NLC/PSB-130
NRC	NRC/TTR-670
official publications/Canadian and foreign	NLC/PSB-120
penal institutions	CPS/ETD-180
policy issues	DOC/ACA-225
Public Archives	PAC/PAL-135
rare books	NLC/PSB-125
social sciences and humanities	NLC/PSB-110
union catalogues	NLC/PSB-090
user services	NLC/LSC-075

Key Words	CoR No.
Licences	
broadcasting	CRT/SEC-040 DOC/SMB-200
broadcasting and telecommunications carriers	CRT/TEL-125
broadcasting, applications and public hearings	CRT/COR-110
decisions on applications for broadcasting	CRT/SEC-055
duty-free shops	RCC/CPE-275
explosives	EMR/XPB-530
financial returns, broadcasting	CRT/COR-065
interventions regarding applications for, broadcasting	CRT/SEC-050
investigation, customs and excise	RCC/EPE-020
northern water resource management	INA/NAP-255
of occupation, National Capital Region	NCC/PRB-055 NCC/PRB-060
pilotage	APA/OPD-005
policy	FIN/EDD-465
water use	YTW/YTW-005
Licensing	
air pilots, engineers, navigators and traffic controllers	DOT/DIC-105
Atomic Energy of Canada Limited facilities	AEB/FCM-170
atomic reactors	AEC/DRR-035
biologics	DOA/FPI-005
customs brokers	RCC/CPE-340
dairy dealers and brokers	DOA/FPI-050
excise	RCC/EPE-025
fruit and vegetable dealers and brokers	DOA/FPI-050
grain elevators	DOA/CGC-570
guides and standards in nuclear energy field	AEB/RRB-255
pest control products	DOA/FPI-005
seeds	DOA/FPI-110
ships	DOT/MSS-215
taxpayers, excise	RCC/EPE-130
trade marks	CCA/COA-105
veterinary products	DOA/FPI-005
Lifesaving stations	
Coast Guard	DOT/MSR-185
Lightning research	NRC/DEE-285
Literary prizes and awards	CAC/ART-005
Litigation and case files	
CMHC	CMH/GCC-015
Livestock	
and animal products statistics	STC/AGR-460
product grading and inspecting	DOA/FPI-035
purebred, authentication of	DOA/RDB-455
quality and production efficiency	DOA/RER-220
records of performance	DOA/RDB-430
registration and product standards	DOA/FPI-030
showcase herd, maintenance of	DOA/RDB-435
sire loan programs	DOA/RDB-440
slaughtering and processing plants, registration of	DOA/FPI-080
superior breeding stock, identification and improvement of	DOA/RDB-445
supervision of stockyard sales	DOA/RDB-460
Western beef cattle herds	DOA/PFA-510
Loan Accounting and Processing System (LAPS)	
Federal Business Development Bank	BDB/FLS-025

Key Words	CoR No.
Loan companies	
annual inspection	CDI/MIS-010
general information	INS/OPS-005
Loan guarantees	
agricultural product marketing	DOA/MAE-255
Loans (see also Assistance, financial)	
cultural property	DOC/ACS-275
farm improvement	DOA/RDB-465
fishing vessels	DFO/FAA-095
Government of Canada, foreign	BOC/SEC-060
Government of Canada issues	BOC/SEC-050
Government of Canada, matured	BOC/SEC-055
guaranteed by the Government of Canada	BOC/DED-280
guaranteed, federal government	FIN/GFD-780
housing	CMH/GCC-005
immigrant transportation	EIC/IMM-130
student	4SSC/ESP-010
to veterans for housing	VAC/VLA-060
Loans and securities	
Government of Canada borrowings	BOC/PDD-305
Loans, art	
National Gallery	NMC/NGC-160
	NMC/NGF-265
	NMC/NGH-305
to exhibitions, governments, museums	NMC/NGA-115
	NMC/NGD-185
to government residences, ministers' offices	NMC/NGB-135
to institutions in Canada and abroad	NMC/NGE-225
Loans, art and artifacts	
Museum of Man	NMC/MCC-555
	NMC/MMA-495
	NMC/MMB-525
	NMC/MME-615
	NMC/MMF-645
	NMC/MMG-675
Museum of Natural Sciences	NMC/NSA-320
	NMC/NSB-340
	NMC/NSC-355
	NMC/NSD-380
	NMC/NSE-405
	NMC/NSG-465
Museum of Science and Technology	NMC/MST-695
Museums of Man	NMC/MMD-585
natural sciences	NMC/NSF-440
to museumobile program	NMC/NPG-055
to museums	NMC/CMS-035
Local Employment Assistance Development	EIC/LMD-410
Local governments	
statistics	STC/PUI-210
Local Initiatives Program (LIP)	FIN/SPD-295
Locks	
St. Lawrence Seaway	SLS/ESB-070
	SLS/OMB-070
St. Lawrence Seaway (Eastern Region)	SLS/ODE-045
St. Lawrence Seaway (Western Region)	SLS/ODW-045
Logging	
northern Canada	INA/NAP-260
statistics	STC/IND-385
Longitudinal Labour Force Tracking File	EIC/SPP-650
Lookout Index	EIC/IMM-080
Lord's Day Act	CTC/MVT-250
Lower Churchill Development Corporation	EMR/CNP-215
financial policy	FIN/ERP-390
Luminescent materials, research in	NRC/DCH-230

M

Key Words	CoR No.
Machine-readable archives	
acquisition of records	PAC/MRA-085
enquiries concerning	PAC/MRA-090
federal institutions, information on	PAC/MRA-095
operations concerning	PAC/MRA-080
Machinery and equipment	
electrical	RIE/MEE-125
general programs	RIE/MEB-165
transportation	STC/IND-345
Machinery remission orders	
tariffs	RCC/CPE-185
Macroeconomic analysis	
energy policies	EMR/EPS-165
Made-in-Canada	
enquiries	RCC/CPE-175
status for excise	RCC/CPE-145
Mail, air	
policies, rulings and rates	DOT/DIC-095
Malagasy Republic	
Canadian aid	IDA/BFD-630
Malawi	
Canadian aid	IDA/BCD-480
Malaysia	
Canadian aid	IDA/BSD-320
Mali	
Canadian aid	IDA/BFD-570
Mammals	
research	DOE/ECS-130
	NRC/BSC-100
Management consultant services	
federal government	DSS/MOS-155
Management consulting, EIC in-house	EIC/SYS-570
Management cost controls, federal	OCG/PDB-080
Management development	
research grants	SHR/STR-100
training of Native peoples	INA/HA-095
Management development, internal	
DIAND	INA/ADM-385
Management for Change (MFC)	
management skills/CIDA	IDA/SVP-235
Management information services	
NCC	NCC/FAB-105
Revenue Canada, Taxation	RCT/MCD-020
taxation/EDP systems	RCT/PSB-295
Management practices	
Customs and excise	RCC/CPE-400
improvement of	OCG/PDB-115
improvement of federal	OCG/MPB-030
	OCG/MPB-035
	OCG/PCU-015
performance measurement of	OCG/PDB-120
Management systems	
Customs	RCC/CPE-405
Management training	
business	BDB/MTS-050
	BDB/MTS-065
Mandatory supervision	NPB/NPB-025
Manpower programs	
policy development	FIN/SPD-290
Manufacturers	
equipment tax refund	RCC/EPE-085
marketing and financial information	CIT/CIT-005
special remission, customs duty	RCC/CPE-200

Key Words	CoR No.
Manufacturing	
advisory service	NRC/TTR-725
capital stock, statistics	STC/SCT-470
computerized	NRC/DME-430
inmates' products	CPS/IND-205
labour market development	EIC/LMD-380
miscellaneous, records	STC/IND-340
technology research	NRC/DME-425
Manufacturing tax, marginal	
pending legislation	RCC/EPE-080
Manuscripts	
preservation and restoration	PAC/RCD-205
Mapping	
topographical	EMR/SMB-430
Maps and charts	
acquisition of for archives	PAC/NMC-055
aeronautical	EMR/SMB-415
archival retention	PAC/NMC-065
Ecatour Maps	DOA/CFS-630
enquiries to National Map Collection	PAC/NMC-060
gravity	EMR/PHB-340
marine navigational	DFO/OSS-080
National Map Collection	PAC/NMC-050
preservation and restoration	PAC/RCD-205
publishing and sale	EMR/SMB-420
Marine Analytical Chemistry Standards Program	NRC/ARL-040
Marine and coastal areas	
environmental protection	INA/NAP-335
Marine biosciences research	NRC/ARL-045
Marine casualties and accidents	DOT/MCI-150
Marine facilities	
wharves	DOT/MPH-140
Marine industry	
development of benefits	RIE/IRB-090
Marine law	
territorial and high seas	DEA/JCX-010
Marine meteorology	
TOLS	DOE/AES-355
Marine pilotage	DOT/MPH-145
Marine resources research	DFO/OSS-075
Maritius Island	
Canadian aid	IDA/BCD-485
Market analysis	
Canada and abroad	DSS/HSO-005
Market development	
agricultural products	DOA/MAE-255
program management	RIE/JMD-005
Market information service	
agricultural and food products	DOA/MAE-260
Market Square Project, Saint John	
housing	CMH/PDR-235
Market structure	
general	CCA/BPC-135
Marketing	
agri-food industry, advice to government and	DOA/MAE-265
Canadian agencies	FPM/FPM-010
farm products	FPM/FPM-005
Marketing boards	
agricultural and food industries	DOA/MAE-280
agriculture	FIN/EDD-485
information	FCC/ADM-070
Marketing development	
penal institutions	CPS/IND-195

Key Words	CoR No.
Marketing practices	
complaints	CCA/BCP-120
Marriages	
registries	STC/HLT-095
Maryfield Project, Charlottetown	
housing	CMH/PDR-235
Masonic Park Projet, St. John's	
housing design	CMH/NOS-165
Massey Awards	CAC/ART-005
Materials physics research	NRC/DPH-550
Materiel management	
Correctional Service Canada	CPS/MMD-095
Maternity benefits, eligibility for	EIC/INS-165
Mathematical modelling	NRC/BSC-085
Mauritania	
Canadian aid	IDA/BFD-595
McLuhan Teleglobe Canada Award	CAC/ART-005
Meat products (see also Food; Food products)	
grading and inspecting	DOA/FPI-035
inspection and monitoring	DOA/FPI-075
inspection and monitoring of storage and processing plants	DOA/FPI-075
standards and labelling	DOA/FPI-085
statistics	STC/AGR-460
Mechanical engineering, NRC research in	NRC/DME-390
Medals	
acquisition of historical records	PAC/PID-125
archival retention	PAC/PID-130
manufacture	RCM/CAM-055
preservation and restoration	PAC/PCD-200
Medical aid	
refugees, policy concerning	EIC/IMM-125
Medical biochemistry	
laboratory medicine	NHW/CDC-180
Medical devices	
Health and Welfare field activities	NHW/EHD-195
Medical electronics research	NRC/DEE-280
Medical examinations for entry to Canada	EIC/IMM-095
Medical Research Council	
grants to scientists	MER/PRB-060
Medical services	
prison inmates	CPS/HCO-335
veterans	VAC/VSB-025 VAC/VSB-040
Medical statistics	STC/HLT-080
Medicine (see also Health; Health and Safety)	
aviation	DOT/DAM-130
occupational	OHS/TES-015
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Mental health	
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Metals	
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Rockliffe STOL Project	DOE/AES-350
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exploration and development	EMR/DEX-015
financial policy	FIN/ERP-410
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issues	EMR/DEX-010
offshore rights	EMR/DEX-040
policies and strategies	EMR/MPS-555
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research and development	EMR/CAB-450
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Key Words	CoR No.
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Mobile homes	
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Molecular biochemistry research	NRC/BSC-115
Molecular biophysics research	NRC/BSC-120
Molecular genetics research	NRC/BSC-125
Molecular spectroscopy	NRC/DCH-215
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Molson Prizes	CAC/ART-005
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American	BOC/MFA-145
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Key Words	CoR No.
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	CMH/ISO-105
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Mortgage market	FIN/FIM-160
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Mortgage underwriting	CMH/ISO-105
Mortgages	
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National Housing Act	CMH/ISO-115
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Municipal taxes and charges, DND	DND/JAG-040
Municipalities	
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housing incentive grants	CMH/PSO-080
money market arrangements	BOC/SEC-010
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Key Words	CoR No.
Murders	
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property development	NCC/PRB-060
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property management and negotiation	NCC/PRB-055
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National Defence Public Service Communiqué	DND/PCA-620
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National Emergency Agency for Human Resources (NEAHR)	EIC/SEC-050
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Program evaluation	CMH/PDR-225
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National Map Collection	
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	NMC/NSC-355
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publications	NMC/NSB-335
	NMC/NSC-360
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National Oil Policy Review, 1969	NEB/OIL-190

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National parks	
administration, general	DOE/PKS-075
attendance data	DOE/PKS-020
botany	DOE/PKS-045
engineering and architectural projects	DOE/PKS-035
environmental protection	DOE/PKS-040
financial policy	FIN/ERP-405
forestry management	DOE/PKS-045
health services for visitors	DOE/PKS-050
historical and contemporary information	DOE/PKS-030
law enforcement	DOE/PKS-055
management	DOE/PKS-010
marine environment	DOE/PKS-060
mineral resources	DOE/PKS-065
policy and programs	DOE/PKS-010
preservation of wildlife	DOE/ECS-140
socioeconomic projects	DOE/PKS-015
use, program evaluation	DOE/PKS-025
water resources	DOE/PKS-080
wildlife	DOE/PKS-085
National Personnel Records Centre	PAC/NPR-165
National Photography Collection	PAC/NPC-105
National Registration records	STC/COP-020
National Registry of Pesticide Residues	DOE/ECS-145
National shelter program	
emergencies	PWC/PWC-010
National toponymic database (NTDB)	EMR/SMB-415
National Transportation Act	CTC/RTC-060
appeals of CTC decisions	DOT/COD-030
PART III	CTC/MVT-260
National Treasure	
export regulations	CPE/CPI-005
National wildlife areas	DOE/ECS-135
Native Communications Program	SSC/CCP-070
Native Friendship Centre Program	SSC/CCP-070
Native Housing Secondment Program	CMH/PSO-070
Native peoples	
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band management and funding	INA/IIA-080
business development and financing	INA/IIA-120
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community services	INA/IIA-090
constitutional process and self-government	INA/CPS-045
discussions with Indian Affairs and Northern Development	INA/CPS-020
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economic development funds	FIN/GFD-780
education in the north	INA/NAP-190
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effect of pipelines on	NPA/SEE-065
employment	PSC/SPB-040
employment development	INA/IIA-115
employment in the North	PSC/SPB-055
employment programs	EIC/EMP-465
farm loans	FCC/ADM-125
financial policy	FIN/SPD-335
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housing	CMH/GCC-010
	CMH/PSO-055
	CMH/PSO-060
housing assistance	CMH/PSO-070
	INA/IIA-085
housing design aid	CMH/NOS-165
housing program evaluation	CMH/PDR-225
increased participation in public service	TBS/PPB-315
Indian Act/policy coordination	INA/IIA-140
Indian band government	INA/IIA-140
Indian band membership	INA/IIA-070
Inuit culture	INA/NAP-180
Inuit economic development, relocation/Québec	INA/CPS-025
Inuit programs	SSC/CCP-070
Inuvialuit claims settlement	INA/CPS-030
justice and law enforcement in the north	INA/NAP-195
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offenders	CPS/SCP-315
oil and gas resources	INA/IIA-050
policing on native reserves	CMP/OPD-345
policing on reserves	CMP/CID-070
policy and programs, and claims settlement/DIAND research	INA/CPS-040
policy coordination	INA/CPS-015
policy development	INA/CPS-005
policy planning	INA/CPS-010
preservation and study of burial grounds	NMC/CMS-005
program evaluation/DIAND	INA/CPS-035
research/Indian claims	NLC/PSB-105
reserves surveying	EMR/SMB-405
Residential Rehabilitation Assistance Program	CMH/PSO-090
Residential Rehabilitation Assistance Program (RRAP)	CMH/PSO-065
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resource development/Manitoba	INA/IIA-135
social development	INA/IIA-100
support in economic development	INA/IIA-125
training and development	PSC/SPB-035
veterans/land settlement	VAC/VLA-065
welfare assistance	NHW/ISP-395
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Native Social and Cultural Development Program	SSC/CCP-070
NATO	
defence activities	DEA/TFB-045
Petroleum Planning Committee	EMR/ESB-145
policy development	DEA/IFB-130
Senior Civil Emergency Planning Committee	EMR/ESB-145
transportation crisis management	DOT/DSE-065

Key Words	CoR No.
Natural gas (see also Gas; Oil and gas)	
by-products	NEB/ESB-295
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marketing, pricing and transmission	EMR/PTS-305
pricing and marketing	NEB/GAS-130
production	NEB/ESB-285
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statistics	EMR/EPS-180
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Natural resources	
native peoples	INA/IIA-065
policy and program development/Indian lands	INA/IIA-075
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Naturalization Act	SSC/CCP-045
Navigation, air	
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Navigation, marine	
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Newfoundland economic development	ECC/PAA-100
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collection/information	NLC/PSB-080
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Canadian aid	IDA/BMD-380
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Canadian aid	IDA/BCD-490
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CCOHS database	OHS/TES-040
NOACS	EIC/EMP-455
Non-government organizations (NGOs)	
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human rights support	SSC/CCP-035
overseas projects/CIDA	IDA/SVP-225
relations with CIDA	IDA/MVP-135
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Non-government organizations, international (INGOs)	
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Key Words	CoR No.
Non-petroleum sources	
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energy conservation	EMR/CNP-210
market analysis	EMR/EPS-175
Non-profit and cooperative housing	CMH/PSO-055
program evaluation	CMH/PDR-225
Non-profit organizations	
registration for taxation	RCT/LEG-060
Non-smoking	
public information programs	NHW/HPD-315
NORAD	
policy development	DEA/IFB-130
Norman Wells project	
management and regulation	INA/NPA-230
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North Atlantic Treaty Organization (NATO)	DND/PPB-145
administration	FIN/IER-560
North-South Institute	BOC/INT-225
Northern Canada	
economic development	INA/NAP-270
environmental studies	INA/NAP-245
international relations	INA/NAP-200
justice and law enforcement	INA/NAP-195
oil and gas transportation	INA/NAP-210
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Northern development	
advisory committee	INA/NAP-165
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oil and gas exploration	INA/NAP-330
policy development	INA/NAP-155
program evaluation/DIAND	INA/CPS-035
social policies	FIN/SPD-365
territorial government administration	INA/NAP-170
Northern laboratories	
management and use	INA/NAP-225
Northern Native Broadcast Access Program	DOC/PLB-040
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Northern Oil and Gas Action Program (NOGAP)	INA/NAP-320
Northern operations	
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Northern Pipeline Act	
advisory councils to the Agency	NPA/ADM-015
delegated authority to Agency	NPA/ODO-040
Northern pipelines	
government programs	NPA/TRA-050
legal affairs	NPA/ADM-030
public affairs	NPA/ADM-035
secretariat operations	NPA/ADM-010
Northern Scientific Training Grants Program	INA/NAP-220

Key Words	CoR No.
Northern utilities	
construction and improvement projects	NCP/OEB-055
electricity production and water treatment	NCP/OEB-045
equipment and supplies	NCP/OEB-035
hydraulic structures and facilities	NCP/OEB-040
hydro sites	NCP/OEB-020
maintenance of grounds	NCP/OEB-015
marketing of	NCP/CPA-005
operations of commission for	NCP/OEB-010
transmission and distribution lines	NCP/OEB-025
transportation of materials	NCP/OEB-050
Northumberland Strait crossing	
policy development	FIN/EDD-470
Northwest Territories (see also Yukon and Northwest Territories)	
agreements and arrangements	INA/NAP-175
Criminal Code prosecutions	JUS/JUS-005
DIAND program planning	INA/NAP-160
financial agreements	FIN/FPR-255
territorial government administration	INA/NAP-170
Nosology Reference Centre	STC/HLT-105
Nuclear accidents	
financial liability	FIN/ERP-395
Nuclear devices	
manufacturers of	AEB/FCM-165
Nuclear energy (see also Atomic energy)	
consultant organizations	AEC/ASB-115
international organizations involved in	AEC/FCM-135
international policy and development	DEA/EFFB-100
international safeguards	AEB/PAB-215
	AEC/FCM-120
policy for non-proliferation of	AEC/FCM-150
policy planning	EMR/EPS-185
policy, source, general	EMR/CNP-220
published material on	NEB/ESB-310
regulatory documents	AEB/RRB-255
resource development	EMR/DEX-045
safeguards	AEC/FCM-150
UN Disarmament Commission	AEC/FCM-145
uranium policy	AEC/FCM-130
visits to and from international organizations	AEB/PAB-215
Nuclear Energy Agency (NEA)	
energy conservation	EMR/CNP-210
Nuclear facilities	
control regulations	AEB/PAB-235
design standards	AEC/ASB-095
physical security	AEC/FCM-140
quality assurance	AEC/ASB-110
safety requirements	AEC/DRR-090
Nuclear Liability Act	AEB/PAB-220
Nuclear magnetic resonance techniques	NRC/ARL-050
Nuclear power	
financial policy	FIN/ERP-395
Nuclear reactors	
financial policy	FIN/ERP-395
Nuclear war	
training and equipment of Armed Forces	DND/MPO-295
Nuclear weapons	DND/ADO-265

Key Words	CoR No.
Numismatic products	
advertising	RCM/CNP-035
design, production, marketing, distribution	RCM/CNP-030
foreign, contracts for production of	RCM/INM-005
inventories and shipping	RCM/MAM-080
Nursing	NHW/PNO-035
Nursing Home Care Benefits Program	NHW/ISP-395
Nursing homes	
building standards	CMH/PDR-195
Nutrition	
food quality	NHW/FDI-105
food quality regulations	NHW/FDI-120
good food practices information	NHW/HPD-310
related diseases and food habits	NHW/HSD-300

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Obstacles Report	SSC/CCP-080
Occupational health and safety (see also Health and safety)	
accident investigation	LAB/OSH-230
acts and regulations	LAB/MSC-025
diseases	OHS/TES-015
drilling and development on Canada Lands	INA/NAP-355
drilling for oil and gas	EMR/CGA-095
federal-provincial labour relations	LAB/SPF-120
library holdings CCOHS	OHS/TES-040
mining/Yukon	INA/NAP-295
NCC	NCC/FAB-095
public service assistance programs	TBS/PPB-355
public service health	NHW/HAS-225
radiation exposure	NHW/EHD-200
	NHW/EHD-210
railway employees	LAB/OSH-255
regulations	LAB/OSH-240
research and statistics	LAB/OSH-245
research information	MER/PPD-115
surveys and studies	LAB/OSH-250
women	ASW/RES-035
Occupational Health and Safety Law	OHS/TES-035
Occupational health, safety and welfare (standard class of records)	
see institution identifier with 922, if available, in chapter concerning relevant institution	
Occupational Trade Analyses	EIC/EMP-455
Occupational training	
program information	FIN/SPD-305
Occupational trends, analysis of	EIC/SPP-715
Occupations, classification of	EIC/EMP-455
Occupations Entry Requirements, Canadian	EIC/EMP-445
Ocean energy research	NRC/DME-415
Ocean mapping	DFO/OSS-080
Ocean Ranger accident	EMR/CGA-095
Ocean resources	
financial policy, water	FIN/ERP-405
Ocean science	
departmental program evaluation	DFO/PPP-050
Oceanographic measurements and instrumentation	NRC/DPH-520
Oceanography research	DFO/OSS-075
OECD Manpower and Social Affairs Committee, EIC projects involving	EIC/SPP-660

Key Words	CoR No.
Offenders	
criminal justice systems	SGC/POL-115
juvenile	SGC/POL-105
juvenile justice	SGC/POL-100
special: females, native peoples	SGC/POL-115
special programs for females	CPS/SCP-310
youth	SGC/POL-100
	SGC/POL-105
Office appliances (standard class of records)	
see institution identifier with 911, if available, in chapter concerning relevant institution	
Office automation	
field trial	DOC/PLB-030
planning	DOC/TIA-105
research	DOC/REA-190
Office Communications Systems (OCS) Program	DOC/TIA-100
Official and state visits	
to Canada	DEA/XDX-005
Official languages (standard class of records)	
See first, institution identifier with 923, if available, in chapter concerning relevant institution	
Official languages	
assistance to official language minorities	SSC/OLP-025
Commissioner of Official Languages	
studies and reports	TBS/OLB-250
consultations concerning policies and programs	TBS/OLB-255
federal policy	TBS/OLB-240
in education, financial assistance	SSC/OLP-030
language training in public service	TBS/OLB-260
NCC	NCC/FAB-095
program administrative systems	TBS/OLB-265
program audits	TBS/OLB-245
promotion of	SSC/OLP-020
summer language bursary program	SSC/OLP-030
translation services, federal	SSC/OLP-015
Offshore	
earth physics	EMR/PHB-320
engineering research	NRC/DME-415
financial analysis of projects	EMR/EPS-190
general programs	EMR/CGA-100
mineral rights	FIN/FPR-260
mining/resource evaluation	EMR/CGA-090
Northern operations programs	EMR/CGA-105
transportation of oil and gas	NEB/ERW-030
Oil	
emergency allocation	NEB/OIL-195
liaison with US agencies	NEB/OIL-200
pricing and compensation	EMR/PTS-310
refining capacity and processing	NEB/OIL-235
substitution programs	EMR/CRB-250
supply and requirements, hearings on	NEB/OIL-220
supply assessment	EMR/PTS-300

Key Words	CoR No.
Oil and gas (see also Petroleum; Gas; Natural gas; Energy)	
Canada Lands	EMR/CGA-065
companies, financial information on	NEB/FRB-025
company sales and purchases	NEB/FRB-005
demand restraint	EMR/ESB-150
development, environmental aspects of	NEB/ERW-030
development in the north	INA/NAP-320
drilling and exploration/regulation	INA/NAP-360
drilling, occupational health and safety	EMR/CGA-095
emergency allocation planning	EMR/ESB-155
energy projects	EIC/LMD-355
environmental protection/marine and coastal areas	INA/NAP-335
exploration agreements	EMR/CGA-070
exploration and development	NEB/ESB-325
exploration and development studies	EIC/LMD-355
exploration and production/land	INA/NAP-340
exploration in national parks	DOE/PKS-065
exploration, land management	EMR/CGA-080
export licences	NEB/OOS-095
	NEB/SSB-085
federal-provincial negotiations	FIN/ERP-420
financial policy	FIN/ERP-420
human resource planning	EIC/LMD-355
import and export policies	FIN/IER-580
lands management/north	INA/NAP-310
marine operations, environmental protection	EMR/CGA-075
Norman Wells project	INA/NPA-230
offshore, transportation of	NEB/ERW-030
parliamentary enquiries	NEB/OOS-105
Petroleum Incentives Program	EMR/PNA-130
pipeline projects	NEB/PEO-060
policies	EMR/PTS-285
policy analysis	EMR/CGA-085
policy development/exploration	INA/NAP-345
procurement plans/north	INA/NAP-330
reserves	NEB/ESB-290
reserves and potential on Canada Lands	INA/NAP-350
resource assessment	EMR/PTS-295
resource evaluation	EMR/CGA-090
resources on Indian lands	INA/IIA-050
safety/drilling	INA/NAP-355
spills, reports on	NEB/ERW-045
storage	NEB/ESB-330
taxation and duties	NEB/FRB-015
transportation/north	INA/NAP-210
uniform accounting regulations	NEB/FRB-020
Oil and Gas Production and Conservation Act	EMR/CGA-065
Oil condensates and products	
export control	NEB/OIL-215
Oil, crude	
availability	NEB/OIL-205
exchange agreements	NEB/OIL-225
export charges	NEB/OIL-210
export control	NEB/OIL-215
pipeline capability	NEB/OIL-205
production	NEB/ESB-285
refinery production	NEB/OIL-230
Oil Export Tax	FIN/TAC-755
Oil policy, national	NEB/OIL-190
Oil sands projects	
financial analysis	EMR/EPS-190

Key Words	CoR No.
Oil spills	
contracts	DOE/AES-405
trajectories	DOE/AES-415
Oil substitution	
home energy	EMR/CRB-265
industrial sector	EMR/CRB-280
Oilseeds	
development and marketing	DEA/TFB-040
research	DOA/CGC-575
Old Age Security (see also Income security programs; Seniors)	
financial policy	FIN/SPD-375
international agreements/accounts	NHW/ISP-390
regional delivery/EDP systems	NHW/ISP-370
regional operations/accounts	NHW/ISP-375
Olympic Corporation, federal involvement in	TBS/APB-100
Olympic Games	
temporary entry to Canada for	EIC/IMM-090
Olympic Winter Games, 1988	NHW/OWG-100
Olympus satellite program	
Canadian participation	DOC/TIA-085
Ontario Hydro	
St. Lawrence Seaway	SLS/ESB-095
Open House Canada	SSC/CCP-065
Open market operations	
financial, statistics	BOC/SEC-030
Operations research studies	
Revenue Canada, Taxation	RCT/LEG-120
Optical disc advisory services	PAC/ODA-190
Optical physics, measurement standards in	NRC/DPH-535
Optics research	NRC/DPH-540
Order of Canada	CAC/ART-005
Organic chemistry research	NRC/DCH-220
Organisation internationale de Métrologie légale	CCA/BCA-065
Organization for Economic Cooperation and Development (OECD)	BOC/INT-225
	EMR/DEX-025
	EMR/EPS-195
administration	FIN/IER-560
Canadian participation	RIE/POL-245
coordination	FIN/IFD-660
housing	CMH/ODS-310
international economic relations	DEA/EFFB-080
international finance and trade	FIN/SPA-100
internationalfinance	FIN/IGB-050
labour	LAB/IRB-110
studies, positions and decisions	IDA/YVP-015
women/labour	LAB/WEA-010
Organization of American States (OAS)	
policies and programs	FIN/IFD-650
Organization of Petroleum Exporting Countries (OPEC)	EMR/EPS-195
policy development	FIN/IER-585
Ornithology	
all aspects of wildfowl	DOE/ECS-120
Orthotics research	NRC/DEE-280
Ottawa Greenbelt	NCC/PRB-070
Ottawa River Hydraulic Laboratory	NRC/DME-415
Ottawa River Solar Observatory	NRC/HIA-340
Outreach Program	EIC/EMP-440

Key Words	CoR No.
P	
Packaging	
consumer products	CCA/BCA-015
food	CCA/BCA-010
Paintings see Art	
Pakistan	
Canadian aid	IDA/BSD-290
Panama	
Canadian aid	IDA/BMD-385
Paper products	
product control	CCA/BCA-075
Paper products and printing	
records	STC/IND-360
Paperburden reduction	
policies and procedures/Transport Canada	DOT/DSE-050
Pari-mutuel betting	
regulation and supervision	DOA/FPI-180
Parks Canada	
engineering and architectural projects	DOE/PKS-035
environmental protection	DOE/PKS-040
flora	DOE/PKS-045
health services for visitors	DOE/PKS-050
historic parks and sites	DOE/PKS-090
historical and contemporary information	DOE/PKS-030
justice and law enforcement	DOE/PKS-055
land management	DOE/PKS-010
marine environment	DOE/PKS-060
mineral resources	DOE/PKS-065
National Landmarks	DOE/PKS-070
national parks	DOE/PKS-075
policy and programs	DOE/PKS-005
public use information	DOE/PKS-020
socioeconomic information	DOE/PKS-025
socioeconomic projects	DOE/PKS-015
water resources	DOE/PKS-080
wildlife	DOE/PKS-085
Parkways and roadways	
National Capital Region	NCC/SEC-020
Parliament Hill	
maintenance	NCC/DEB-030
Parliamentary matters	OCG/PCU-020
Parliamentary questions/information	
Transport Canada	DOT/DSE-055
Parole	
aspects of release	NPB/NPB-035
eligibility	NPB/NPB-030
issues	SGC/POL-075
mandatory supervision	NPB/NPB-025
panel hearings and reviews	NPB/NPB-040
preparation for inmates' release	CPS/CMD-250
temporary absences	NPB/NPB-025
violations	NPB/NPB-045
Parole supervision	
community residential centres	CPS/SCP-290
private sector agencies	CPS/SCP-280
programs	CPS/SCP-295
Particle accelerators	
general	AEC/DRR-075
Passenger Entry Processing and Tariff Programs	RCC/CPE-280
Passengers, air	
policies, rulings and rates	DOT/DIC-095

Key Words	CoR No.
Passports	
Canadian citizens	DEA/SFB-215
illegal issue and possession	CMP/CID-060
lost or stolen	CMP/OPD-285
regulations and procedures	EIC/IMM-070
stolen	CMP/IDD-115
Patents	NRC/EXE-010
Armed Forces	DND/RSD-740
general information	CCA/COA-100
research	CCA/BPC-145
Pay	
general information	LAB/ERC-215
Pay administration	
public service	DSS/ROS-070
	DSS/ROS-090
PCB Study (Regina), NRC	NRC/BSC-105
Peat	
research	NRC/ARL-055
	NRC/DEN-330
Penal and correctional enquiries	
Correctional Service Canada	CPS/SDC-140
Penitentiaries	
access to information enquiries	CPS/COM-020
accommodation	CPS/EAP-050
books and publications	CPS/COM-015
buildings and properties	CPS/EAP-045
chaplains	CPS/CHA-265
compensation for inmates' injuries	LAB/OSH-235
construction	CPS/TSB-025
contingency emergency plans	CPS/OSD-355
contraband and dangerous substances	CPS/OSD-360
design	SGC/POL-095
discipline, punishment, segregation	CPS/OSD-365
electronics and telecommunications	CPS/TSB-030
facilities planning	CPS/TSB-040
farm	CPS/ABD-155
fire safety	CPS/EAP-060
food services	CPS/FSD-090
heating	CPS/EAP-075
hostage taking	CPS/OSD-385
incident investigation	CPS/SDC-135
incidents and assaults	CPS/PSD-405
industrial operations	CPS/IND-190
industrial shops	CPS/IND-215
information services	CPS/COM-010
inmate affairs	OCI/CIN-025
inmate committees	OCI/CIN-010
inmate complaints	OCI/CIN-030
library services	CPS/ETD-180
marketing development	CPS/IND-195
operational security	CPS/OSD-350
population management	CPS/IPM-390
procurement services	CPS/MMD-110
programs	SGC/POL-095
security	CPS/SER-345
security electronics equipment	CPS/TSB-035
security equipment	CPS/OSD-375
security reviews	CPS/OSD-380
special enquiries	OCI/CIN-020
statistics and reports	OCI/CIN-015
utilities	CPS/EAP-070
visits by Office of the Correctional Investigator	OCI/CIN-005
Pension Act	
interpretation of	VAC/PRB-005

Key Words	CoR No.
Pension Benefits Standards Act	INS/OPS-010
financial policy	FIN/SPD-360
Pension Fund, internal	
Canada Mortgage and Housing Corporation	CMH/FMI-250
Pension Review Board	
adjudication, appeals and interpretation	VAC/PRB-005
Pensions	
adjudication/veterans	VAC/BPA-005
amendments to, taxation	RCT/LEG-055
appeal proceedings	PAB/PAB-005
benefits for children of veterans	VAC/CPC-030
civilian and war veterans	VAC/WVA-010
civilian wartime service	VAC/CPC-035
coverage policy and legislation/taxation	RCT/PSB-150
employer-sponsored plans, actuarial services	INS/ACT-020
financial policy	FIN/SPD-360
government plans, acturial services	INS/ACT-015
plans subject to Pension Benefits Standards Act	INS/OPS-010
public servants	TBS/PPB-370
public service	DSS/ROS-075
records	STC/LAB-065
research and legislation	LAB/EIR-135
research on eligibility of veterans	VAC/BPA-010
schemes for public servants	TBS/PPB-380
supplementary/veterans	VAC/CPC-025
to veterans for disability or death	VAC/CPC-010
to veterans/disability	VAC/CPC-020
to widows and dependants of veterans	VAC/CPC-015
veterans' entitlement	VAC/CPC-005
war veterans' allowances	VAC/WVA-005
women	ASW/RES-010
	ASW/RES-020
Pensions and insurance (standard class of records)	
see institution identifier with 924, if available, in chapter concerning relevant institution	
Performing Arts Venture Capital Fund	CAC/TOO-120
Permafrost	
studies	EMR/PHB-335
Permits	
firearms	CMP/IDD-110
hunting in national parks	DOE/PKS-085
National Capital Region	NCC/PAB-040
Personal data systems	
federal government	DSS/MOS-160
Personal use items	
product control	CCA/BCA-075
Personnel (standard class of records)	
see institution identifier with 918, if available, in chapter concerning relevant institution	
Personnel	
customs	RCC/CPE-160
	RCC/CPE-395
data administration/federal government	DSS/ODD-175
data systems/federal government	DSS/MOS-165
NCC	NCC/FAB-095
security clearance	CPS/PSD-415
Personnel Management Information System (PMIS)	TBS/PPB-405
Personnel Management Manual	TBS/PPB-360

Key Words	CoR No.
Peru	
Canadian aid	IDA/BMD-355
Pest Control Products Act	DOA/FPI-130
Pest control products, licensing and use of	DOA/FPI-005
Pesticides	
evaluation of	DOA/FPI-135
national field compliance program	DOA/FPI-140
registration of	DOA/FPI-130
registration review	DOE/EPS-275
research	NRC/BSC-105
wildlife	DOE/ECS-145
Peter Dwyer Scholarships	CAC/ART-005
Petro Canada	
financial policy	FIN/ERP-420
Petro-Canada International Assistance Corporation	EMR/EPS-195
Petroleum (see also Oil and gas)	
assessment of sources and reserves	EMR/PTS-285
Canadian ownership	EMR/PNA-110
	EMR/PNA-120
Canadian ownership regulations	EMR/PNA-115
Canadianization of industry	EMR/PNA-130
emergency allocation planning	EMR/ESB-155
emergency rationing	EMR/DEX-030
labour market development	EIC/LMD-370
leasing	FIN/IER-580
market analysis	EMR/EPS-175
policy advice to FIRA	EMR/EPS-170
policy planning	EMR/EPS-185
pricing and compensation	EMR/DEX-055
	EMR/PTS-310
resource assessment	EMR/PTS-295
sources/general	EMR/DEX-050
supplies allocation	EMR/ESB-135
transportation, refining and marketing	EMR/PTS-290
Petroleum and gas revenue taxes	
assessment of returns	RCT/PSB-140
Petroleum and petroleum products research	NRC/DME-405
Petroleum Corporations Monitoring Act	EMR/EPS-205
Petroleum export	
taxation and duties	NEB/FRB-015
Petroleum gas, liquefied	
import and export licences	NEB/GAS-135
Petroleum incentive payments	
economic effects	FIN/SPA-085
Petroleum Incentives Administration (PIA)	EMR/DEX-055
general	EMR/PNA-110
Petroleum Incentives Program (PIP)	EMR/CGA-065
Act	EMR/PNA-110
general	EMR/PNA-125
policy	EMR/PNA-130
Petroleum Monitoring Agency (PMA)	EMR/DEX-055
	EMR/EPS-205
Philippines	
Canadian aid	IDA/BSD-305
Photochemistry research	NRC/DCH-225
Photogrammetric research	NRC/DPH-545
Photographic reproduction	
museums	NMC/NGD-170
Photographic services	
National Gallery of Canada	NMC/NGA-110

Key Words	CoR No.
Photographs	
acquisition and preservation	PAC/NPC-100
historical	PAC/NPC-110
National Photography Collection	PAC/NPC-105
preservation and restoration	PAC/PCD-200
Photography	
archival services	PAC/PSD-195
in law enforcement	CMP/IDD-125
Photography, aerial	
National Capital Region	NCC/PRB-075
Physical sciences, NRC administration of research activities in	NRC/DPH-505
Pilotage	
St. Lawrence Seaway	SLS/OMB-010
Pilotage, marine	
marine	DOT/MPH-145
Pilotage services	
Atlantic region	APA/OPD-005
Great Lakes	GLP/OPE-005
Great Lakes, tariffs	GLP/OPE-010
laurentian region	LPA/OPR-005
Pacific region	PPA/OPE-005
tariff setting	PPA/OPE-010
tariffs	APA/OPD-010
	LPA/OPR-010
Pilots	
shipping	APA/OPD-005
Pilots, air	
licensing	DOT/DIC-105
Pipeline companies	
accounting and auditing records	NEB/FRB-010
environmental cooperation	NEB/ERW-050
liaison with NEB	NEB/PEO-075
rates, tolls and tariffs	NEB/FRB-005
	NEB/SSB-085
setting of tolls	NEB/ECB-270
Pipelines (see also Alaska Highway Gas Pipeline)	
acquisition of land	NPA/SRU-085
activities and projects	EMR/DEX-050
Alaska Highway Gas (B.C.)	NPA/ADM-025
Alaska Highway Gas (Yukon)	NPA/ADM-020
applications and reasons for decision on construction	NEB/SSB-085
applications, information on construction	NEB/PEO-080
applications to operate	CTC/CPT-285
certificates, licences, orders	NEB/OOS-095
complaints concerning construction	NEB/ERW-040
cooperation with associations, committees	NEB/PEO-075
costs and technology	CTC/CPT-290
daily operations during construction	NPA/SRU-080
damage and injury, reports on	NEB/PEO-070
delegation of authority to the Agency	NPA/TRA-050
engineering aspects	NPA/EDU-100
engineering design and development	NPA/EDU-095
environmental aspects of	NEB/ERW-035
environmental aspects of construction	NEB/ERW-055
environmental assessment and surveillance	NEB/ERW-055
environmental impact	NPA/SEE-070
financial analysis	EMR/EPS-190
financial policy	FIN/ERP-420
industrial benefits of Alaska Highway Gas Pipeline	NPA/TRA-055
interventions and appeals on construction	NEB/PEO-080
legal affairs of Agency	NPA/ADM-030
legal cases	NEB/LAW-120

Key Words	CoR No.
(continued)	
logistics transportation	NPA/TRA-045
manpower needed for Alaska Highway Gas Pipeline	NPA/SEE-075
Norman Wells project	INA/NPA-230
occupational health and safety	EMR/CGA-095
oil and gas transportation/north	INA/NAP-210
oil and gas treaty	FIN/IER-580
operation and maintenance	NEB/PEO-065
parliamentary enquiries	NEB/OOS-105
policy	NPA/COM-005
pricing and compensation	EMR/PTS-310
project scheduling and monitoring	NPA/SRU-090
public affairs of Agency	NPA/ADM-035
right-of-way	NPA/SRU-085
routing of	NEB/ERW-040
social and cultural effects	NPA/SEE-065
socioeconomic impact	NEB/ECB-265
socioeconomic issues	NPA/SEE-060
standards	CTC/CPT-295
standing panel files	NEB/SSB-090
statutes and regulations, amendment of	NEB/LAW-115
PLACE	EIC/EMP-450
Planetary sciences research	NRC/HIA-355
Plant Biotechnology Institute, administration and services of	NRC/PBI-560
Plants	
cell technology	NRC/PBI-580
domestic control of pests	DOA/FPI-165
ecology research	DOA/CFS-680
export control	DOA/FPI-160
health programs	DOA/FPI-175
identification and analysis of pests	DOA/FPI-170
import permits	DOA/FPI-155
microbial research	NRC/PBI-570
molecular genetics	NRC/PBI-585
prevention of disease	DOA/FPI-155
products technology	NRC/PBI-565
quarantine	DOA/FPI-155
Plasma dynamics research	NRC/DME-410
Plasma studies	NRC/HIA-355
Plastics industry	
records	STC/IND-335
Plastics research	NRC/DCH-190
Poison control	
information	NHW/CDC-170
Polar Continental Shelf Project	
information for field parties	EMR/PSP-445
logistical support	EMR/PSP-445
management and functions	EMR/PSP-435
operations	EMR/DEX-010
scientific investigations	EMR/PSP-440

Key Words	CoR No.
Police (see also RCMP)	
academic training for recruits	CMP/DEP-245
at airports	CMP/OPD-300
	CMP/PRO-150
community relations	CMP/OPD-265
educational programs	SGC/POL-080
federal statutes	CMP/CID-085
general RCMP detachment operations	CMP/OPD-305
municipal services	CMP/CID-090
on native reserves	CMP/CID-070
	CMP/OPD-345
physical subjects for recruits	CMP/DEP-250
provincial services	CMP/CID-090
RCMP college	CMP/TRN-240
RCMP information centre	CMP/RSU-220
Policies and procedures	
access to information, EIC	EIC/SEC-040
advisory services/Farm Credit Corporation	FCC/ADM-030
anti-dumping and countervailing legislation	RCC/CPE-240
art conservation, National Gallery	NMC/NGE-215
balance of payments	BOC/INT-240
broadcasting	CRT/COR-090
Canada Mortgage and Housing Corporation	CMH/GCC-035
Canadian Film Development Corporation	CFD/ADM-005
CASE	BDB/MTS-055
collection of duties and taxes	RCC/EPE-040
	RCC/EPE-110
collection/Farm Credit Corporation	FCC/ADM-105
Correctional Service Canada	CPS/CMD-240
customs legislation	RCC/CPE-365
departmental financial administration	OCG/PDB-040
drawbacks, refunds, remissions (excise tax)	RCC/CPE-140
DRIE/expenditure management	RIE/ORD-310
EIC	EIC/COR-060
EIC analyses and assessments	EIC/SPP-620
energy	EMR/DEX-020
	EMR/EPS-160
excise audits	RCC/EPE-045
Farm Credit Corporation	FCC/ADM-005
farm loans	FCC/ADM-010
farm syndicate loans	FCC/ADM-015
Federal Business Development Bank lending	BDB/FLS-010
general activities, EIC	EIC/SEC-025
Health and Welfare	NHW/ISP-340
importation of goods through postal system	RCC/CPE-295
income tax audits	RCT/PSB-220
National Film Board	NFB/PDR-005
Natural Sciences and Engineering Research Council	SER/OPS-005
NCC	NCC/PLB-080
prison inmates' release	CPS/CMD-245
release of commercial goods	RCC/CPE-335
Policing, federal	SGC/PSB-015

Key Words	CoR No.
Policy	
agricultural, economic and industrial	CCA/BPC-140
capital and industrial goods sector	RIE/PPC-105
citizens' advisory committees/Correctional Service Canada	CPS/SCP-285
coordination/Indian affairs	INA/CPS-015
coordination/Indian band government and land claims settlement	INA/IIA-140
Department of Finance, internal analysis	FIN/SPA-080
development of the north	INA/NAP-155
development/Canada Mortgage and Housing Corporation	CMH/PDR-215
development/Department of Justice	JUS/JUS-030
development/Indian affairs	INA/CPS-005
development/oil and gas on Canada Lands	INA/NAP-345
development/Transport Canada	DOT/PPD-010
energy	EMR/EPS-185
general/DRIE	RIE/POL-210
government liaison	NCC/SEC-010
identification and evaluation/DRIE	RIE/POL-220
international	CCA/BPC-145
metric conversion	CCA/BPC-160
mineral exploration and development	EMR/DEX-015
oil and gas exploration on Canada Lands	EMR/CGA-085
pipelines	NPA/COM-005
planning and analysis/DRIE	RIE/PPA-020
planning and control/DRIE	RIE/PPC-100
planning/Indian affairs	INA/CPS-010
social development/Health and Welfare Canada	NHW/SAP-025
strategy and planning activities, EIC	EIC/SEC-030
Pollution	
abatement and compliance	DOE/EPS-260
air	DOE/EPS-215
air quality research	DOE/AES-315
air surveillance monitoring equipment	DOE/EPS-250
Canadian north	INA/NAP-235
chemical contaminants control	DOE/EPS-275
chemical process sources	DOE/EPS-220
combustion sources	DOE/EPS-235
control by Armed Forces	DND/CPB-715
control, planning and policy	DOE/EPS-290
data analysis	DOE/EPS-240
environmental emergencies	DOE/EPS-285
federal control activities assessment	DOE/EPS-295
financial policy	FIN/ERP-405
from mining and mineral industries	DOE/EPS-225
fuels	DOE/EPS-230
inventory of research	NRC/BSC-105
national parks	DOE/PKS-040
northern environment	NCP/OEB-030
regulations development	DOE/EPS-245
research	EMR/DEX-005
shipping rules and policies	DOT/MSS-250
solid waste management	DOE/EPS-280
technology development	DOE/EPS-255
toxic chemical management	DOE/EPS-300
waste water pollution control	DOE/EPS-265
water	DOE/ECS-185
water programs	DOE/EPS-270
Pollution Abatement Technology (DPAT)	DOE/EPS-255

Key Words	CoR No.
Population	
Canadian policy	IDA/MVP-150
international aid	IDA/RVP-785
statistics	STC/DEM-030
studies	STC/POS-280
Population Affiliation System	TBS/PPB-410
Pornography	
RCMP criminal intelligence service	CMP/OPD-280
Ports(see also Harbours)	
construction and maintenance	CPC/POR-010
grain	CPC/POR-005
operation and maintenance	DOT/MPH-135
Ports and airports	
operation appraisal	RCC/CPE-165
Postal services	
control of international mail	RCC/CPE-310
illegal use of	RCC/CPE-300
importation of goods	RCC/CPE-295
Poultry	
product grading and inspecting	DOA/FPI-035
registration and product standards	DOA/FPI-030
testing of egg production and chicken meat stocks	DOA/FPI-040
Poverty	
National Council on Welfare reports	NHW/NCW-090
Powerhouses see electric power plants	
Prairie Farm Assistance Act	DOA/SDM-370
Prairies	
Assiniboine River flood control	DOA/PFA-540
community pasture agreements and services	DOA/PFA-510
construction of municipal water and sewer facilities	DOA/PFA-505
demonstration farm	DOA/PFA-545
irrigation in Saskatchewan	DOA/PFA-530
soil conservation	DOA/PFA-560
water and land resource development	DOA/PFA-515
water development, irrigation, infrastructure programs	DOA/PFA-520
Precambrian Geology	
activities, management and operations	EMR/GSC-370
Price fixing	
combines	CCA/BCP-110
Prices	
industrial statistics	STC/PRI-420
retail statistics	STC/PRI-415
Pricing	
tax investigations	RCC/EPE-015
Primary distributors	
dealers	BOC/SEC-020
jobbers	BOC/SEC-015
Printing	
statistics	STC/IND-360
Printing services	
federal government	DSS/HSO-030
Prison see Penitentiaries	OCI/CIN-005
Privacy	
customs and excise	RCC/CAE-440
legislative policy and research	CMP/AIP-140
protection of	SGC/PSB-025
request for information on Act	NHW/SAP-010
request statistics	CMH/GCC-040
Privatization of Crown corporations	TBS/PRB-560

Key Words	CoR No.
Prizes and awards	
arts	CAC/ART-005
teaching of Canadian studies	SSC/CCP-085
Processing materials	
taxable status	RCC/EPE-030
Procurement (standard class of records)	
See first, institution identifier with 912, if available, in chapter concerning relevant institution	
Procurement	
CIDA guidelines	IDA/RDG-695
food/international aid	IDA/RDG-700
regulations, procedures/Correctional Service Canada	CPS/MMD-115
services for federal government	DSS/DCS-185
services required, penal institutions	CPS/MMD-110
Producers, food and commodities	
Canada's food aid program	IDA/MVP-360
Products	
codes	CCA/BPC-135
equipment design	CCA/BCA-080
federal government specifications and standards	DSS/HSO-040
liability	CCA/BPC-130
regulations, complaints	CCA/BCA-075
safety	CCA/BCA-070
testing	CCA/BCA-080
Products and services	
certification	DSS/HSO-045
Program administration	
federal government, financial	DSS/MOS-125
Program development and operations	
DRIE	RIE/BSP-200
Program evaluation	
committees	OCG/PEB-145
critieria	OCG/PEB-165
development	OCG/PEB-150
exchange of information	OCG/PEB-155
Health and Welfare Canada	NHW/SAP-005
Indian Affairs and Northern Development	INA/CPS-035
task force	OCG/PEB-160
training	OCG/PEB-170
Program for Industry/Laboratory Projects (PILP)	NRC/TTR-720
Program review and development	
research statistics	NHW/ISP-345
Programming (TV and radio)	
correspondence on	CRT/SEC-045
Prohibited goods	
detection devices	RCC/CPE-300
tariffs	RCC/CPE-185
Project management	
federal government	DSS/HSO-015
Propane Vehicle Grant Program	EMR/CNP-240
Property development	
National Capital Region	NCC/PRB-060
Property, federal	
management	PWC/PWC-050
Property laws	
women	ASW/RES-010 ASW/RES-020
Property leasing, federal	
National Capital Region	NCC/PRB-065

Key Words	CoR No.
Property management	
insured and owned by Canada Mortgage and Housing Corporation	CMH/ISO-145
Property, real	
acquisition and disposition	JUS/JUS-025
Prosthetic services	
for physically handicapped	NHW/HAS-230
Prosthetics research	NRC/DEE-280
Protection	
of VIPs	SGC/PSB-045
Protocol office	DEA/XDX-005
Provinces	
agricultural price support	FIN/EDD-490
aid projects under CIDA	DEA/SFB-205
assistance for family planning	NHW/HSD-280
assistance in mental health services	NHW/HSD-270
bond issues and foreign financing	FIN/FIM-175
budgets, estimates and legislation	FIN/FPR-265
census information on social programs	NHW/PPI-075
collective agreements	LAB/LDB-155
cooperation in community health services	NHW/HSD-265
discussions with Indian Affairs and Northern Development	INA/CPS-020
equalization of revenue	FIN/FPR-210
federal government taxes	FIN/FPR-280
financial aid for administration of justice	JUS/JUS-035
financial legislation	FIN/IGB-010
financial planning	FIN/FPD-060
government statistics	STC/PUI-215
liaison for accreditation of inmates	CPS/ETD-175
poison control information	NHW/CDC-170
regional development	FIN/EDD-450
regional development assistance	FIN/EDD-450
taxation laws	RCT/LEG-085
transfer payments	FIN/FPD-060
Psychiatric services	
prison inmates	CPS/HCO-340
Public Accounts	
federal government	FIN/GFD-775
Public debt	
accounting for	BOC/PDD-330
Public expenditures	
federal reporting of	OCG/PDB-100
Public Land Grants Act and Territorial Lands Act	EMR/CGA-065
Public money and banking	
federal government	DSS/MOS-140
Public safety research projects	NRC/NAE-485

Key Words	CoR No.
Public servants (see also Federal government employees)	
assignment to international organizations	PSC/MCP-080
benefits and working conditions	SRB/PRB-015
collective bargaining information	SRB/PRB-010
eligibility for membership in a bargaining unit	SRB/OSR-055
former, personnel information files on	PAC/NPR-170
grievances	SRB/OSR-065
incentive awards	TBS/APB-110
investigation of complaints by	PSC/AIB-010
relocation	TBS/APB-080
rulings on the status of designated employees	SRB/OSR-080
salaries and wages	SRB/PRB-005
storage of former civilian, military, RCMP personnel records	PAC/NPR-165
travelling on government business	TBS/APB-090
Public service (see also Federal government)	
accident and injury acts and regulations	LAB/MSC-025
acts applying to	OCG/PDB-055
administration of pay	DSS/ROS-070 DSS/ROS-090
administration of pensions	DSS/ROS-075
agreements	TBS/SRB-480
appointment of a mediator	SRB/OMD-135
audits of effectiveness	CMP/AUD-025
availability to employees of employers' grievance forms	SRB/OSR-115
bargaining unit certification, application for	TBS/SRB-445
benefits and working conditions	TBS/PPB-385
certification of bargaining agents	SRB/OSR-020
classification systems for occupational groups	TBS/PPB-415
commission planning and operations	PSC/SDB-100
commission policy and operational activities	PSC/EXS-020
committees and councils	TBS/SRB-450
consent to prosecute, applications for	SRB/OSR-105
daycare services	TBS/PPB-305
declaration of a strike as lawful or unlawful	SRB/OSR-100
determination of new occupational categories	SRB/OSR-120
determination of rights of bargaining agents	SRB/OSR-035
disabled and handicapped persons, increased participation of	TBS/PPB-320
disputes and strikes	TBS/SRB-465
employee misconduct	TBS/SRB-460
enforcement of obligations arising from collective agreements	SRB/OSR-070
establishment of a conciliation board, requests for	SRB/OMD-140
exchange program	PSC/MCP-075
exclusions from bargaining units	TBS/SRB-445
extension of time to implement arbitral awards	SRB/OSR-090

Key Words	CoR No.
(continued)	
extension of time to implement provisions of collective agreements	SRB/OSR-095
extension of time to perform various actions	SRB/OSR-110
general operations of Commission	PWC/PWC-005
grievance adjudication	TBS/SRB-440
grievances presented by employees	TBS/SRB-470
grievances referred to adjudication	TBS/SRB-495
health programs	NHW/HAS-225
high salaried personnel freeze	TBS/PPB-400
human rights, administration of	TBS/PPB-340
insurance plan administration	DSS/ROS-080
labour-management relations	TBS/SRB-475
language training	PSC/LTB-105
	TBS/OLB-260
management category policies	PSC/MCP-065
merger and amalgamation of bargaining organizations	SRB/OSR-040
native peoples, increased participation of	TBS/PPB-315
objections to managerial exclusions from bargaining units	SRB/OSR-075
occupational and specialities training	PSC/SDB-095
occupational health and safety assistance	TBS/PPB-355
official languages	PSC/SPB-045
organizational issues	TBS/PPB-400
pay policy and administration	TBS/PPB-420
pay system	TBS/PPB-390
payroll deductions	TBS/SRB-485
pensions financial policy	FIN/SPD-360
Personnel Management Manual	TBS/PPB-360
populations of	TBS/PPB-410
professional development	OCG/PDB-125
PSSRB rules and regulations, complaints concerning	TBS/SRB-455
quality of work life	TBS/PPB-325
questions arising from arbitration tribunal	SRB/OSR-125
regulations	OCG/PDB-130
request for a conciliator	SRB/OMD-130
requests for arbitration	SRB/OSR-085
resolution of disputes in labour negotiations	SRB/OSR-030
review of PSSRB decisions, requests for	SRB/OSR-050
revocation of bargaining agent certification	SRB/OSR-025
senior executive development	PSC/SDB-085
separate employers, information on	TBS/SRB-500
special development programs	PSC/MCP-070
staff relations	TBS/SRB-435
staff relations act	TBS/SRB-490
staff relations board powers and duties	SRB/OSR-045
staffing operations	PSC/SPB-030
staffing policies and procedures	PSC/SPB-050
supervisory training	PSC/SDB-090
training and communications	TBS/SRB-515
unfair practices, complaints of	SRB/OSR-060
women, equal opportunities for	TBS/PPB-310
work environment, policies affecting	TBS/PPB-395
Public Service Staff Relations Act	TBS/SRB-490
Public utilities	
National Capital Region	NCC/SEC-020
Public Utilities Income Tax Transfer Act	FIN/FPR-230
Public works	
accommodation	PWC/PWC-040
buildings and lands	PWC/PWC-045
design and construction	PWC/PWC-025
emergency preparedness	PWC/PWC-010
energy conservation	PWC/PWC-055
fine arts program, federal	PWC/PWC-015
grants to municipalities	PWC/PWC-090
maintenance of federal buildings	PWC/PWC-065
master specifications	PWC/PWC-020
physical security in federally controlled structures	PWC/PWC-075
project files	PWC/PWC-030
property development	PWC/PWC-050
property inventories	PWC/PWC-060
safety standards in federally controlled structures	PWC/PWC-070
signs and plaques	PWC/PWC-080
surplus property	PWC/PWC-085
Publicity and promotion	
federal government	DSS/HSO-035
Publishing industry	
assistance to book publishers	DOC/ACS-250
policies concerning	DOC/ACF-220
statistical records	STC/ECT-190
Purchase and Use of Solar Heating (PUSH)	EMR/CNP-245

Q

Quality of service	
to veterans, dependants and survivors	VAC/VSB-020
Quality of working life	
mining communities	EMR/MPS-565
public service	TBS/PPB-325
Quantum microphysics, research in	NRC/DMS-445
Quarantine	
for communicable diseases	NHW/HAS-240
Quarries	
labour market development	EIC/LMD-370
Quebec Savings bank	
balance-sheet data	BOC/MFA-110
Quebec Savings Bank Act	FIN/IGB-010
Quebec Youth Allowances	
financing	FIN/FPR-215
Queen Elizabeth II Scientists Awards	
medical research	MER/PRO-005
Quotas	
farm marketing	FCC/ADM-070

R

Race tracks	
betting policy	FIN/EDD-480
supervision of pari-mutuel betting	DOA/FPI-180
surveillance of horse races	DOA/FPI-185
surveillance, research on	DOA/FPI-190
Radar and Satellite System	
general information	DOE/AES-375
Radar research and development	DOC/REC-125
Radarsat	EMR/RSB-495

Key Words	CoR No.
Radiation (see also Radioactive substances)	
clinical and consumer hazards	NHW/EHD-210
dosimetry	NRC/DPH-555
electromagnetic research in	NRC/DEE-260
environmental hazards	NHW/EHD-205
hazards in the workplace	OHS/TES-025
occupational hazards	NHW/EHD-200
protection	AEB/RRB-245
	AEC/DRR-040
Radio (see also Telecommunications)	
advertising	CRT/BRO-015
advertising that contravenes CRTC policy	CRT/LEG-150
astronomy research	NRC/HIA-360
Canadian content	CRT/BRO-055
communications equipment in military and civil applications	DOC/REC-135
communications technology and research	DOC/REC-135
correspondence on programming	CRT/SEC-045
decisions on applications	CRT/SEC-055
financial returns of licensees	CRT/COR-065
frequency assignment certification procedures	DOC/SMB-200
frequency assignment criteria	DOC/SME-210
frequency development of plans	DOC/SME-210
interventions regarding applications for licence	CRT/SEC-050
licensing, planning and control	CRT/COR-110
marketing analyses	CRT/BRO-035
operational information	CRT/COR-100
ownership	CRT/BRO-025
policy	FIN/EDD-465
policy and regulations	CRT/BRO-020
political broadcasting	CRT/BRO-010
propagation of waves	DOC/REC-130
regulatory policy, development of	DOC/PLB-035
spectrum management	DOC/SMS-195
statistical records	STC/ECT-190
statistics on stations	STC/SER-430
technical briefs concerning new stations	CRT/BRO-030
technical standards and procedures for equipment	DOC/SME-210
violation of regulations	CRT/LEG-155
Radioactive	
federal activities assessment of substances waste control	DOE/EFS-295
substances research	NRC/DPH-555
Radioactive substances (see also Radiation)	
accidents	AEB/FCM-175
Canada Post regulations	AEB/FCM-160
prescribed	AEC/FCM-155
protection from	AEB/RRB-245
transportation of	AEB/FCM-160
waste management facilities	AEB/FCM-190
Radioisotope licences	
assessment	NHW/EHD-210
Rail transport	
statistics	STC/TRA-390
Railway	
employees/occupational health and safety	LAB/OSH-255
Railway Act	CTC/RTC-050

Key Words	CoR No.
Railways	
annual reports	CTC/RTC-065
audits of regulated	CTC/RTC-060
Branch Line Subsidy Program	CTC/RTC-090
branch subsidy payments	CTC/RTC-100
CN and CP billings to VIA Rail	CTC/RTC-100
costing studies	CTC/RTC-080
crossings	CTC/RTC-040
CTC databases	CTC/RTC-085
employees/labour negotiations	LAB/PPT-035
financial submissions of regulated	CTC/RTC-050
freight-related studies	CTC/RTC-105
general	RIE/AMR-120
grain transportation	CTC/RTC-095
inspections	CTC/RTC-035
operations	CTC/RTC-020
operations, freight and grain handling	DOT/DRG-285
passenger service	DOT/DRP-290
Railways (see also Transportation)	
policies and programs	DOT/DSH-270
quality of train service	CTC/RTC-025
rolling stock	CTC/RTC-035
safety regulations	CTC/RTC-045
signalling and train control	CTC/RTC-040
specific costs, determination of	CTC/RTC-070
Uniform Classification of Accounts	CTC/RTC-055
unit costs, determination of	CTC/RTC-075
vehicle research	NRC/DME-426
Rare books	
National Library collection	NLC/PSB-125
Ravin Bleu Project, Hull	
housing design	CMH/NOS-[illegible]
RCMP	
academic training for recruits	CMP/DEP-245
air detachments	CMP/AIR-100
audit of performance	CMP/AUD-020
co-operation with other countries	CMP/FSD-015
commercial crime	CMP/CID-045
Commissioner's office	CMP/PRB-035
Commissions of Enquiry	SGC/PSB-005
communications security	CMP/RSU-200
community relations	CMP/OPD-265
complaints against members	CMP/CID-085
computer operations	CMP/RSU-190
computer systems research	CMP/RSU-185
contract policing	CMP/CID-090
cooperation with EIC on security	EIC/SEC-055
coordination of EDP security and standards	CMP/RSU-180
customs and excise enforcement program	CMP/CID-050
customs liaison	RCC/CPE-285
Division Staff Relations Program	CMP/COM-010
drug enforcement	CMP/CID-055
EDP systems analysis	CMP/RSU-170
enforcing federal statutes	CMP/CID-085
federal-provincial finances	FIN/FPR-200
firearms and ammunition maintenance	CMP/DEP-255
general	SGC/PSB-015
general detachment work	CMP/OPD-305
history	CMP/PRB-030
information systems management	CMP/RSU-230
Interpol	CMP/CID-080
investigation services	CMP/OPD-295
laboratory services	CMP/LAB-130
network services	CMP/RSU-205

Key Words	CoR No.
(continued)	
official visitors to Canada	CMP/FSD-015
on native reserves	CMP/OPD-345
operational audits	CMP/AUD-021
operational policy and planning	CMP/CID-065
operational reporting systems	CMP/OPD-260
organized crime intelligence	CMP/CID-075
passport control	CMP/CID-060
pay	DSS/ROS-090
pay administration	DSS/ROS-070
physical subjects for recruits	CMP/DEP-250
policing on native reserves	CMP/CID-070
policy and objectives	CMP/COM-005
public relations	CMP/PRB-030
records management	CMP/RSU-225
scientific and technical services	CMP/LAB-135
software engineering	CMP/RSU-175
storage of personnel records	PAC/NPR-165
telecommunications development and research	CMP/RSU-210
telecommunications engineering	CMP/RSU-215
telecommunications services	CMP/OPD-340
Reactors see Atomic reactors	
Real estate	
appraisal policy/taxation	RCT/PSB-230
appraisals for VLA	VAC/VLA-095
services federal government departments	PWC/PWC-045
Real property	
conveyance and title transactions of veterans' property	VAC/VLA-075
veterans	VAC/VLA-050
Receiver General of Canada	
central accounting	DSS/MOS-145
public money and banking	DSS/MOS-140
Recombinant DNA, research in	NRC/BSC-125
Record of employment	
information bank	EIC/NSB-595
processing of forms	EIC/INS-270
processing of third copy	EIC/NSB-595
Recording industry	
statistical records	STC/ECT-190
Recreation (see also Recreation and Culture)	NCC/PRB-070
Gatineau Park	NCC/PAB-035
product control of equipment	CCA/BCA-075
statistics	STC/ECT-200
Recycling of industrial materials	NRC/DCH-175
Red Cross, International Committee of	
Canadian involvement	IDA/MVP-120
Reforestation research	DOA/CFS-645
Reforming Regulation	ECC/PAA-090
Refugees	
Canadian involvement	IDA/MVP-120
financial policy	FIN/SPD-330
international activities	DEA/SFB-200
policies on admission to Canada	EIC/IMM-125
status requests	EIC/IMM-065
travel documents	DEA/SFB-215
UN High Commissioner	FIN/IFD-665
Regional and industrial projects	
DRIE	RIE/BSP-180
Regional and urban planning	
Ont.-Que. National Capital Region	NCC/PLB-085

Key Words	CoR No.
Regional development	
federal assistance	FIN/EDD-450
incentives	RIE/POL-255
operations	RIE/ORD-305
policies and programs	RIE/POL-235
policy	FIN/EDD-430
policy and initiatives	RIE/ORD-315
production and marketing	RIE/NSP-360
Regional Development Incentives Act	FIN/EDD-450 FIN/GED-780
Registered Venders Certificates - Fuel Tax Rebate	
applicant information	RCC/EPE-065
Registration	
certificates of	CCA/DRG-170
deeds, grants, mortgages	CCA/DRG-170
livestock slaughtering and processing plants	DOA/FPI-080
pesticides	DOA/FPI-130
Registration records	
compulsory, 1940-46	STC/COP-020
Regulations	EIC/IMM-070
air	DND/ADO-240
atomic energy control	AEB/PAB-235
bonded carriers	RCC/CPE-265
broadcasting	CRT/COR-090
consumers	CCA/BPC-130
DND	DND/ESD-050
duty-free shops	RCC/CPE-275
excise	RCC/EPE-085
food products	CCA/BCA-010
fur garment making	CCA/BCA-020
health and safety	OHS/TES-035
Made-in-Canada	RCC/CPE-175
non-food products	CCA/BCA-015
passports	EIC/IMM-070
precious metals	CCA/BCA-020
products	CCA/BCA-075
rules of origin	RCC/CPE-180
taxation	RCT/LEG-100
telecommunications carriers	CRT/TEL-130
telecommunications, ITU activities in	DOC/PLI-005
textile labelling	CCA/BCA-025
transportation	CTC/SEC-005
urea formaldehyde insulation	CCA/UFF-175
Regulatory activities	
Transport Canada	DOT/DSE-060
Regulatory policies	
development	FIN/EDD-455

Key Words	CoR No.
Regulatory reform	
assessment of initiatives	TBS/APB-175
committees concerning	TBS/APB-180
consensus process and voluntary standards	TBS/APB-185
Crown agencies review group on	TBS/APB-170
deregulation	TBS/APB-195
deregulation of requirements to maintain records	TBS/APB-215
Health and Welfare Canada	NHW/SAP-020
improvement of private sector consultation	TBS/APB-190
information exchanges	TBS/APB-200
legislative review and housecleaning	TBS/APB-205
northern Canada	INA/NAP-325
Office of the Co-ordinator	TBS/APB-165
parliamentary involvement	TBS/APB-210
recommendations and assessment of proposals	TBS/APB-220
reduction of paperburden	TBS/APB-225
speeches on	TBS/APB-230
Rehabilitation	
program development	NHW/HSD-290
Rehabilitation International	NRC/DEE-280
Rehabilitation Skills Training Course (RSTC)	CMH/PSO-100
Rehabilitation technology	NRC/DEE-290
Release Minimum Documentation (RMD)	RCC/CPE-355
Relief assistance	
crop loss	DOA/SDM-360
Religious groups and sects	
application of the Immigration Act and Regulations	EIC/IMM-065
RCMP criminal intelligence service	CMP/OPD-280
Relocation	
Veterans Affairs, to Charlottetown	VAC/DVA-015
Remissions	
customs and excise	RCC/CPE-190
Remote Community Demonstration Program (RCDP)	EMR/CNP-245
Remote sensing	
aircraft and equipment	EMR/RSB-475
centre for	EMR/RSB-470
computer systems	EMR/RSB-480
data application services	EMR/RSB-490
extraction techniques	EMR/RSB-485
new sensor research	EMR/RSB-505
research	DOE/AES-310
	EMR/DEX-005
satellite data	EMR/RSB-500
Renewable Energy Conversion Assistance Program (RENCAP)	EMR/CNP-245
Renewable energy see Energy	
Repair, overhaul and maintenance	
federal government	DSS/HSO-025

Key Words	CoR No.
Research	
acoustics	NRC/DPH-510
advanced satellite payload sub-systems development	DOC/TIA-085
agricultural commodity market research	DOA/MAE-310
agricultural land	DOA/RER-195
agricultural production, effect of climate on	DOA/RER-200
agriculture	IDR/AFN-005
air	NRC/BSC-105
air quality	DOE/AES-315
aircraft and missile stability	NRC/NAE-500
animal disease	DOA/FPI-005
animal physiology	NRC/BSC-100
Armed Forces	DND/RDB-725
art, National Gallery	NMC/NGF-270
astronomy	NRC/HIA-360
atmospheric	DOE/AES-320
atomic safeguards	AEB/RRB-250
audit guidelines and techniques, taxation	RCT/PSB-215
bank notes	BOC/DED-285
between Canadian and developing countries	IDR/CPD-035
bio-organic chemistry	NRC/PBI-575
biological chemistry	NRC/ARL-050
biology	NRC/BSC-105
biomass	NRC/BSC-080
biomass energy	NRC/DEN-300
biomedical	NRC/DEE-280
biotechnology	MER/PRB-035
botanical publications	NMC/NSG-460
buildings	NRC/TTR-590
calorimetry	NRC/DMS-450
career investigators program/medicine	MER/PRB-055
cell biophysics	NRC/BSC-090
centennial fellowships	MER/PRB-070
cereal grains	DOA/CGC-575
chemistry, analytical	NRC/DCH-170
chemistry, theoretical	NRC/DCH-240
coastal and offshore engineering	NRC/DME-415
commercial law	LRC/LRS-055
community and building standards	CMH/PDR-195
computerized manufacturing	NRC/DME-430
condensed matter theory	NRC/DMS-440
corporate affairs	CCA/BPC-145
court evidence	LRC/LRS-040
criminal law	LRC/LRS-015
	LRC/LRS-020
criminal law/trial procedure	LRC/LRS-025
crystal defects	NRC/DPH-550
curators' files, natural sciences	NMC/NSG-455
defence products	DEA/TFB-045
development grants/science and engineering	SER/GSA-035
dielectric	NRC/DEE-285
drug, alcohol and tobacco abuse	NHW/HPD-330
earth sciences	EMR/DEX-005
	EMR/DEX-010
Economic Commission for Europe group/housing	CMH/ODS-300
EIC general	EIC/SPP-630
electron physics	NRC/DMS-460
electronic structure of metals and alloys	NRC/DMS-450
energy	EMR/DEX-040
	NRC/DEN-295
energy and mineral resources	EMR/DEX-005

Key Words	CoR No.
(continued)	
energy, consumer protection	CCA/BPC-130
energy, general	EMR/RDO-545
energy-related	NRC/DEE-285
energy tasks and programs	EMR/RDO-550
energy technology	EMR/CAB-460
engineering gas dynamics	NRC/DME-410
environment	NRC/BSC-105
environmental	DOE/AES-310
environmental protection	EMR/CGA-075
explosives, energy and minerals	EMR/CAB-450
family law	LRC/LRS-045
farm management	FCC/ADM-040
farming	FCC/ADM-050
federal expropriation powers	LRC/LRS-050
federal management services	TBS/APB-060
fibre optics	DOC/REC-140
film technology	NFB/SED-055
fish habitat	DFO/PFF-020
fisheries	DFO/AFS-010
fluoride	NRC/BSC-105
food nutritional quality	NHW/FDI-120
forest and plant ecology	DOA/CFS-680
forest fires	DOA/CFS-665
forest pests and disease	DOA/CFS-670
forestry	DOA/CFS-635
forestry, environmental impact of	DOA/CFS-675
fuel and lubricants	NRC/DME-405
fusion	AEC/SEC-015
fusion energy	NRC/DEN-305
geodynamics	EMR/PHB-325
geology	EMR/GSC-355
geomagnetism	EMR/PHB-330
geothermics	EMR/PHB-335
Government of Canada monetary policy	BOC/SEC-070
grants, broadcasting	CRT/COR-070
grants/housing	CMH/NOS-185
gravity	EMR/PHB-340
health	NHW/ERD-335
	NHW/ERD-335
	STC/HLT-115
health and social services	NHW/PPI-085
health sciences	IDR/ISD-025
health sciences fellowships	MER/PRB-075
health sciences graduate awards	MER/PRB-080
heat pumps	NRC/DEN-320
heavy metals	NRC/BSC-105
high atmospheric vehicles	DOE/AES-325
high energy physics	NRC/DPH-525
housing	CMH/NOS-180
hydrogen energy	NRC/DEN-325
immunochemistry	NRC/BSC-110
immunology	NRC/BSC-110
immunology in animals	NRC/BSC-075
income and employment	NHW/PPI-080
individual dossiers on art in National Gallery	NMC/NGC-150
information communications technology	DOC/REI-150
information systems	IDR/ISD-010
infrastructure and equipment grants	SER/GSA-020
international development, databases	IDR/ISD-020
	IDR/ISG-015
invertebrate zoology	NMC/NSD-385
journals	NRC/TTR-735
labour law	LRC/LRS-060
labour policy	LAB/LDB-165

Key Words	CoR No.
(continued)	
labour safety statistics	LAB/OSH-245
land-use	DOE/ECS-160
laser and plasma physics	NRC/DPH-530
law	LRC/LRS-005
lightning	NRC/DEE-285
low temperatures	NRC/DME-420
mammals	DOE/ECS-130
marine biosciences	NRC/ARL-045
mechanical technologies	NRC/DME-430
medical	MER/PRB-030
medical equipment grants	MER/PRB-020
medical facility maintenance grants	MER/PRB-025
medical-related fields	MER/PPD-115
medical/children's diseases	MER/PRO-005
medical/general grants	MER/PRB-045
medical/grants	MER/PRB-050
medical/operating grants	MER/PRB-010
medical/program grants	MER/PRB-015
metallurgical chemistry	NRC/ARL-055
metric conversion	CCA/BPC-160
microbiology	NRC/ARL-060
	NRC/BSC-080
military communications	DOC/REC-145
military law	LRC/LRS-035
minerals technology	EMR/CAB-465
molecular biochemistry	NRC/BSC-115
molecular biophysics	NRC/BSC-120
molecular genetics	NRC/BSC-125
Museum of Man	NMC/MCC-345
	NMC/MMA-485
	NMC/MMB-515
	NMC/MMD-575
	NMC/MME-605
	NMC/MMF-635
	NMC/MMG-665
Museum of Man publications	NMC/MMA-490
natural science publications	NMC/NSE-410
natural sciences	NMC/NSE-430
NRC contracts, administration of	NRC/PAS-745
NSERC grants	SER/GSA-015
oceanography	DFO/OSS-075
office automation	DOC/REA-190
oil and gas exploration	INA/NAP-330
oilseeds	DOA/CGC-575
optics	NRC/DPH-540
opto-electronics	DOC/REC-140
PCB Study (Regina), NRC	NRC/BSC-105
peat	NRC/DEN-330
perinatology	MER/PRB-040
pesticides	NRC/BSC-105
photogrammetric	NRC/DPH-545
photographic reproduction, art	NMC/NGD-170
photonics	DOC/REC-140
physical energy	NRC/BSC-105
planetary sciences	NRC/HIA-355
policy and planning, NRC	NRC/EXE-015
policy and programs, and claims settlement/DIAND	INA/CPS-040
policy of conservation of artifacts	NMC/MMG-660
pollution	NRC/BSC-105
Ports Canada	CPC/POR-015
prison inmates' medical, psychiatric, psychological problems	CPS/SDC-145
program administration/NSERC	SER/GSA-040
public opinion of federal programs	DSS/CUI-195

Key Words	CoR No.
Research (*continued*)	
quantum microphysics	NRC/DMS-445
race track surveillance	DOA/FPI-190
radar, international collaboration on	DOC/REC-125
radar systems and performance	DOC/REC-125
radio communications technology	DOC/REC-135
radioactivity	NRC/DPH-555
railway vehicles	NRC/DME-426
reforestation	DOA/CFS-645
remote sensing	EMR/RSB-470
	EMR/RSB-480
remote sensing extraction techniques	EMR/RSB-485
remote sensing techniques	EMR/RSB-500
remote sensors	EMR/RSB-505
requirements surveys	MER/PPD-120
role of law in area of life and death	LRC/LRS-065
scholarships/health science	MER/PRB-065
science and engineering/university-industry	SER/GSA-030
science and technology	SCC/RES-005
science engineering awards/individuals	SER/GSA-025
seed forestation	DOA/CFS-640
sentencing (law)	LRC/LRS-030
social sciences	IDR/SSD-030
solar systems	NRC/DEN-310
space communications systems and sub-systems	DOC/RES-170
space electronics	DOC/RES-165
space industry	DOC/RES-160
space physics	NRC/HIA-365
space science instruments	NRC/CCS-150
space technology	DOC/RES-180
spacecraft design and development	DOC/RES-175
spectroscopy	NRC/HIA-370
spectroscopy of larger molecules	NRC/HIA-375
standards of measurement	NRC/DPH-515
storage of fruit and vegetables	NRC/BSC-080
structures and materials	NRC/NAE-490
tariffs and trade	TBD/REF-005
taxation/non-compliance	RCT/PSB-200
tides	NRC/DME-415
time-series analysis	STC/TSR-555
toxicology	NRC/BSC-105
transportation	DOT/RDD-040
tree orchards and production areas	DOA/CFS-640
tribology (friction wear and lubrication)	NRC/DME-430
U.S. National Institute of Health international fellowships	MER/PRB-110
urban poverty in Canada	SHR/FEL-235
visiting scientist awards	MER/PRB-100
water	NRC/BSC-105
water management	DOE/ECS-205
waves	NRC/DME-415
weather forecasting	DOE/AES-400
wildlife	DOE/ECS-150
wind energy	NRC/DEN-315
X-ray crystallography	NRC/BSC-130
Research Agreements Program (RAP)	
EMR	EMR/DEX-010
Research council	
data processing services	NRC/FIN-740
decisions	NRC/EXE-010
general information	NRC/GEN-750
membership, committees and boards	NRC/EXE-010
Research Scientist, Distinguished	NRC/HIA-345

Key Words	CoR No.
Reservoirs, water	
southwest Saskatchewan	DOA/PFA-530
Residence, requests for Canadian	EIC/IMM-065
Residential Rehabilitation Assistance Program (RRAP)	
monitoring	CMH/PSO-090
non-profit and cooperative housing	CMH/NOS-170
program evaluation	CMH/PSO-055
rural	CMH/PDR-225
Resource development	CMH/PSO-065
Manitoba Indian Bands	INA/IIA-135
native peoples	INA/IIA-130
Resource Geophysics and Geochemistry	
management and operations	EMR/GSC-375
Resource industries	
trade relations and policies	DEA/EFFB-105
Resource inventories, natural	
international aid	IDA/RVP-775
Resource management	
DRIE	RIE/RHB-275
general	RIE/RHB-280
Resource processing industries	RIE/RPI-070
Resource use and production evaluation	
taxation	RCT/MCD-005
Resources	
financial policy	FIN/ERP-425
forests, socioeconomic development of	DOA/CFS-685
Resources, non-renewable	
development in the north	INA/NAP-315
Restoration and Conservation Laboratory	NMC/NGA-100
Restoration services	
National Gallery	NMC/NGD-195
Restricted weapons registration certificates	CMP/IDD-110
Retail and manufacturing	
consumer protection	CCA/BCA-045
Retail prices	
statistics	STC/PRI-415
Retail trade	
statistics	STC/IND-375
Retailing, internal	
federal government	DSS/ROS-060
Revelstoke Project	
housing	CMH/PDR-235
Revenue-sharing	
offshore minerals	FIN/FPR-260
Rideau Canal	
maintenance	NCC/DEB-030
Rideau Hall	
maintenance	NCC/DEB-030
River basin planning	
implementation	DOE/ECS-195
information	DOE/ECS-190
Road safety	
research and regulation	DOT/DTS-275
Road transport	
statistics	STC/TRA-400
Roadcruiser Bus Service, Newfoundland	CTC/MVT-265
Roads	
planning and policy/territories	INA/NAP-305
Robotics research	NRC/DEE-255
	NRC/DEE-270
Rock paintings and petroglyphs	
preservation and study	NMC/CMS-005
Rockets, scientific	NRC/CCS-155
Rockliffe STOL Project	DOE/AES-350

Key Words	CoR No.
Royal Prerogative of Mercy	
enquiries and investigations	NPB/NPB-020
Royal visits	SSC/CCP-040
security	CMP/OPD-315
Rubber industry	
records	STC/IND-335
Rules of origin	
imports	RCC/CPE-180
Rulings and appeals	
tariff classifications	RCC/CPE-170
Rural and native housing	
program evaluation	CMH/PDR-225
Rural and Native Housing Agreements	CMH/GCC-010
Rural and Native Housing Program	CMH/PSO-065
Rwanda	
Canadian aid	IDA/BFD-640

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Sabotage	SIS/DDS-010
Safety (see also Health and safety; Occupational health and safety)	
air transportation	DOT/DSP-115
Armed Forces standards	DND/GSD-105
employees' rights	CLR/OPS-020
in federally controlled structures	PWC/PWC-070
in the workplace	OHS/TES-020
	OHS/TES-025
products	CCA/BCA-070
training DND	DND/GSD-110
Salaries and wages (standard class of records)	
see institution identifier with 925, if available, in chapter concerning relevant institution	
Sales	
multiple-unit housing	CMH/ISO-150
prison inmates' products	CPS/IND-200
public housing	CMH/ISO-145
single and condominium housing	CMH/ISO-155
Sales tax (see also Excise tax; Duties and taxes; Taxes)	
bulk permits	RCC/EPE-060
regulations and remissions	RCC/EPE-085
rulings	RCC/EPE-035
Salmonid Enhancement Program	DFO/PFF-035
Sao-Tome-Principe	
Canadian aid	IDA/BFD-685
Satellite Data Laboratory Operations	DOE/AES-330
Satellite meteorology	
information	DOE/AES-365
Satellite Prime Contractor Development Program	DOC/TIA-085
Satellites (see also Telecommunications)	
activity reports	DOE/AES-370
and astronomical observatories	EMR/PHB-325
atmospheric research and development	DOE/AES-325
broadcasting and social applications	DOC/PLB-040
communications research and development	DOC/RES-160
data	EMR/RSB-500
data verification	DOE/AES-340
general programs	DOE/AES-380
international communications	IFN/IFD-650

Key Words	CoR No.
policy	FIN/EDD-465
projects	NRC/CCS-145
research and development	DOC/TIA-085
research contracts for systems	DOE/AES-335
system and radar	DOE/AES-375
testing	DOC/TIE-115
Savings banks	
payment systems	BOC/MFA-155
Scholarships see Assistance, financial	
School loans program	
Museum of Natural Sciences	NMC/NSA-320
Musuem of Man	NMC/MMA-495
Science	
Atlantic Research Laboratory	NRC/ARL-040
grants/northern research	INA/NAP-220
international exchanges	NRC/EXE-025
northern laboratories	INA/NAP-225
numeric databases	NRC/ITR-700
policy	NRC/EXE-010
policy development	FIN/EDD-460
policy in health and welfare field	NHW/PPL-070
research grants	SER/GSA-015
statistics	STC/SCT-465
technological assessment of industry	RIE/OII-145
Science and engineering	
research awards	SER/GSA-025
research development grants	SER/GSA-035
research infrastructure grants	SER/GSA-020
research support/NSERC	SER/GSA-040
university-industry program	SER/GSA-030
Science and technology	
communications activities	MST/COM-010
energy and mineral resources	EMR/DLX-005
operations of MOSST	MST/OPR-005
research	IDR/ISD-010
	SCC/RES-005
Science Council of Canada	
policy development	FIN/EDD-460
Science, technology, space and communications industries	
international trade relations and policies	DEA/TEB-050
Scientific analysis services	
Atlantic Research Laboratory	NRC/ARL-040
Sea ice information	EMR/RSB-495
Search and rescue	
Coast Guard	DOT/MSR-185
DND	DND/ADO-275
Seasonal workers	
Caribbean	EIC/LMD-365
Mexican	EIC/LMD-365
Seaway International Bridge Corporation	SLS/SIB-120
Seaway see St. Lawrence Seaway	
Seaweed Culture Station	NRC/ARL-035
Second World War Campaign Stars	
issue and replacement	VAC/DVA-005
Securities	
Bank of Canada custodial responsibilities to clients	BOC/COM-345
banks	FIN/IGB-035

Key Words	CoR No.
Securities markets	
American	BOC/MFA-145
analysis	BOC/SEC-030
interest rates	BOC/MFA-130
strategy	BOC/SEC-070
volume of transactions	BOC/SEC-020
Security	
administration of programs	SIS/DDS-025
airports	DOT/DAX-120
assessment programs	SIS/DDS-005
Canadian posts in Ottawa and abroad	DEA/IFB-140
communications electronic	DOC/SCS-280
contingency planning and coordination	SGC/PSB-020
cooperation with RCMP	EIC/SEC-055
detection devices for prohibited goods	RCC/CPE-300
electronics equipment, Correctional Service Canada	CPS/TSB-035
engineering, equipment and structures for the federal government	CMP/PRO-160
equipment and engineering	CMP/OPD-320
equipment/penal institutions	CPS/OSD-375
government contracts	DSS/FAS-105
Governor General	CMP/OPD-315
information and documents	CPS/PSD-420
national	DEA/IFB-140
nuclear facilities	AEC/FCM-140
penal institutions	CPS/SER-345
penal institutions operations	CPS/OSD-350
personnel clearance	CPS/PSD-415
policy guidelines and documentation, EIC	EIC/SEC-055
policy of the Government of Canada	SGC/PSB-040
potential threats to internal security of government	SGC/PSB-035
preventive/Correctional Service Canada	CPS/PSD-400
Prime Minister and family	CMP/OPD-315
RCMP communications	CMP/RSU-200
Royal visits	CMP/OPD-315
screening for federal government departments	CMP/IDD-105
screenings of visitors to Canada	EIC/IMM-095
St. Lawrence Seaway	SLS/CPB-005
surveys and reviews/Correctional Service Canada	CPS/OSD-380
systems for federal government holdings	CMP/OPD-325
systems to protect federal holdings	CMP/PRO-165
VIPs	CMP/OPD-315
	CMP/PRO-155
Security and intelligence committees	SGC/PSB-030
Security, national	
communications	SIS/DDS-015
federal policy	TBS/APB-160
human sources of information	SIS/DDS-020
identification services	CMP/OPD-335
policy and research	SIS/DDS-035
support of CSIS investigations	SIS/DDS-030
threats to	SIS/DDS-010
Security Service, RCMP	
operational audits	CMP/AUD-021
Sedimentary and Petroleum Geology	
activities, management and operations	EMR/GSC-395
Seed forestation	
research	DOA/CFS-640

Key Words	CoR No.
Seed potatoes	
guidelines, specifications, standards	DOA/FPI-120
import and export control and certification	DOA/FPI-125
inspection, testing, certification	DOA/FPI-115
Seeds	
evaluation of new varieties for licensing	DOA/FPI-110
inventory, import, export information	DOA/FPI-095
quality, packaging and labelling standards	DOA/FPI-105
quality standards, enforcement of	DOA/FPI-100
Seismology	
monitoring of earthquakes	EMR/PHB-345
Seizure of goods	
adjudication	RCC/CPE-250
Self-government	
native peoples	INA/CPS-045
Senegal	
Canadian aid	IDA/BFD-590
Seniors	
care facilities, building standards	CMH/PDR-195
New Horizons program	NHW/NHD-400
older workers	EIC/EMP-480
quality of life	NHW/NCW-095
Sensors	
research and development	EMR/RSB-505
Sensory robotics, real-time	NRC/DEE-255
Service industries	RIE/SEI-080
labour market development	EIC/LMD-375
Service to the public, Task Force on	
participation of Office of the Co-ordinator, Regulatory Reform	TBS/APB-225
Service trade	
statistics	STC/SER-425
Services	
certification	DSS/HSO-045
Services, suppliers	
competitive operations	RIE/IRB-085
Settlement assistance	
immigrant, policy on	EIC/IMM-130
Settlement programs, policy on	EIC/IMM-125
Seventeenth Annual Review	ECC/PAA-095
Sexual harassment	ASW/RES-015
Shipping	
management/federal government	DSS/HSO-020
St. Lawrence Seaway	SLS/OMB-010
statistics	STC/TRA-405
Traffic control (Eastern Seaway)	SLS/ODE-050
Traffic control (Western Seaway)	SLS/ODW-050
traffic invoices	SLS/FAR-030
Shipping Conferences Exemption Act	CTC/WTC-200
Ships/shipping	
air cushion vehicles	DOT/MSS-240
Canadian government	DOT/MFS-180
cargo handling	DOT/MSS-195
control	DOT/MSS-210
design, construction, purchase	DFO/FAA-090
harbours and ports	DOT/MPH-135
information on navigation and seamanship	DOT/MSS-205
management, operation, charter	DFO/OSS-085
marine casualties	DOT/MCI-150
marine pilotage	DOT/MPH-145
measuring and surveying	DOT/MSS-245
prevention of water pollution	DOT/MSS-250
qualifications of officers and seamen	DOT/MSS-200
registration and licensing of ships	DOT/MSS-215
safety inspection/dangerous goods	DOT/MSS-230
safety inspections	DOT/MSS-235

Key Words	CoR No.
(continued)	
ships' appliances and equipment	DOT/MSS-225
small vessel inspection	DOT/MSS-220
wharves	DOT/MPH-140
Showcase herds, maintenance of	DOA/RDB-435
Shuttle spacelab experiment	NRC/HIA-355
Sierra Leone	
Canadian aid	IDA/BCD-495
Sign-language services	SSC/OLP-015
Signs and plaques	
federal	PWC/PWC-080
Silver and gold	
market practices	BOC/INT-205
Silver Memorial Cross	
issue and replacement	VAC/DVA-005
Silviculture and harvesting	DOA/CFS-660
SIN see Social Insurance Numbers	
Single-unit housing	
sale of repossessed	CMH/ISO-155
Sire Loan Programs	DOA/RDB-440
Skills Growth Fund	EIC/LMD-330
Skim milk powder	
used as animal feed	CDC/MOP-095
Small Area Database	STC/SAD-560
Small business	
economic development	FIN/EDD-435
secretariat	RIE/BSP-195
special projects/DRIE	RIE/BSP-175
Small Business Information Service	BDB/MTS-060
Small Business Loan Program	FIN/GFD-780
Small Loans Act	
market structure	CCA/BPC-135
Smog, photochemical, research in	NRC/DCH-200
Smuggling	
control offences	CMP/OPD-275
Smuggling control	
commodity information	RCC/CPE-155
excise	RCC/EPE-135
Snow removal	
National Capital Region	NCC/DEB-030
Social affairs	
international relations	NHW/IIA-045
Social and community programs	
prison inmates/offenders	CPS/SCP-275
Social and cultural development	
prison inmates	CPS/SCP-320
Social and economic studies	
statistics	STC/SES-285
Social development	
Indians	INA/IIA-100
Social housing	
federal-provincial	CMH/GCC-045
Social Insurance Numbers	
application for	EIC/NSB-585
development of controls for	EIC/INS-235
release or exchange of information	EIC/NSB-590
systems supporting administration of program	EIC/SYS-540
Social legislation	EIC/SEC-035
Social policies	
development	DOC/ACP-240
	FIN/SPD-315
economic effect	FIN/SPA-105
northern development	FIN/SPD-365

Key Words	CoR No.
Social programs	
federal expenditures	FIN/SPD-385
Social sciences and humanities	
aid to learned journals	SHR/IRC-125
attendance grants to scholarly associations	SHR/IRC-14[illegible]
Bora Laskin fellowship	SHR/FEL-240
Canadian studies research tools	SHR/STR-085
children and the family	SHR/STR-075
Council advisory academic panel	SHR/ODG-030
Council committees	SHR/SEC-010
Council program and policy information	SHR/INF-015
Council program planning committees	SHR/FEL-240
	SHR/IRC-200
	SHR/RES-060
	SHR/STR-115
Council program statistics	SHR/EVA-025
Council records and meetings	SHR/SEC-005
doctoral fellowships	SHR/FEL-220
editorial grants	SHR/RES-050
electronic data on grant applicants	SHR/FEL-250
	SHR/IRC-205
	SHR/RES-065
	SHR/STR-120
evaluation of Council programs	SHR/EVA-020
exchange programs, grants for	SHR/IRC-190
grant applicants	SHR/RES-035
grants, applicants of major	SHR/RES-040
grants on behalf of research teams	SHR/RES-045
innovative scholarly publishing, funding of	SHR/IRC-150
international collaborative, grant for	SHR/IRC-165
international congresses, grants for	SHR/IRC-175
international secretariats in Canada, aid to	SHR/IRC-170
Jules and Gabrielle Léger Fellowship	SHR/FEL-230
leave fellowships	SHR/FEL-210
lecturing abroad, grants for	SHR/IRC-185
library services	NLC/PSB-110
M.A. scholarships	SHR/FEL-225
management development, grants for	SHR/STR-100
management of an organization, grants concerning	SHR/STR-105
population aging, grants for studies in	SHR/STR-070
postdoctoral fellowships	SHR/FEL-215
	SHR/FEL-235
research	IDR/SSD-030
scholarly associations, aid to	SHR/IRC-135
scholarly conferences, aid to	SHR/IRC-130
scholarly publishing, grants for	SHR/IRC-145
science and technology, grants in	SHR/STR-110
small universities, grants to	SHR/STR-090
special international projects, grants for	SHR/IRC-195
travel grants	SHR/RES-055
travel grants for international conferences	SHR/IRC-155
travel grants for international representation	SHR/IRC-160
university library collections, grants to improve	SHR/STR-095
visiting scholars, grants for	SHR/IRC-180
women and work	SHR/STR-080

Key Words	CoR No.
Social security	
agreements with Quebec, and foreign governments	RCT/LEG-095
financial policy	FIN/SPD-350
international agreements	NHW/HA-055
	NHW/ISP-350
	NHW/ISP-390
program statistics	STC/HLT-100
statistics development	STC/HLT-120
Social services	
native peoples in the north	INA/NAP-185
policy development and information	NHW/SDD-405
Social statistics	STC/NFS-025
Society for World-wide Inter-bank Financial Telecommunications (SWIFT)	BOC/MFA-165
Socioeconomic data	STC/STA-295
census	NHW/PPI-075
national parks	DOE/PKS-015
research databases	IDR/ISG-015
services	RIE/POL-230
resource framework models	STC/STA-290
statistics	STC/SAD-560
Yukon and Northwest Territories	INA/NAP-275
Soil	
conservation on the prairies	DOA/PFA-560
research in fungi and lichens	NRC/ARL-060
Soil mechanics	
St. Lawrence Seaway	SLS/EMW-100
Solar energy	
programs	EMR/CNP-245
research	NRC/DEN-310
Solar heating	
design assistance	CMH/NOS-165
Solar observing programs	NRC/HIA-340
Solar Purchase Program	NRC/DEN-310
Solar radio noise	NRC/HIA-340
Somalia	
Canadian aid	IDA/BCD-500
Sound and video	
recording	NFB/SED-040
South Africa	
Canadian aid	IDA/BCD-505
South East Asia, association of nations	
Canadian aid	IDA/BSD-310
South Pacific	
Canadian aid	IDA/BSD-315
	IDA/MVP-210
South Saskatchewan River Project	DOA/PFA-525
South Shore Canal see St. Lawrence Seaway	SLS/ESB-080
Space	
communications systems	DOC/RES-170
communications systems, research and development	DOC/RES-170
electronics, research and development	DOC/RES-165
physics research	NRC/HIA-365
research	NRC/CCS-145
research facilities	NRC/CCS-155
	NRC/CCS-161
science instruments	NRC/CCS-150
support of science community	NRC/CCS-160
technology research and development	DOC/RES-180
Space and space policy	MST/PSB-015

Key Words	CoR No.
Space industry	
aerospace, general	RIE/ELA-130
environmental test facilities	DOC/TII-115
planning and support	DOC/TII-110
research and development	DOC/RES-160
Space Science Evaluation and Planning Group (SSEPG)	NRC/CCS-145
Space Station Feasibility Study Program	NRC/NAE-495
Space Technology Program Office	NRC/NAE-495
Spaceborne radar technologies	EMR/RSB-495
Spacecraft	
design and development	DOC/RES-175
test techniques	DOC/TII-115
Spar-Embratel satellite training contract	DOC/TIA-085
Special Development Loan Fund	FIN/SPD-295
Special Import Measures Act	FIN/IER-590
Special Projects Demonstration Program	EMR/CNP-245
Spectroscopic research	NRC/HIA-370
	NRC/HIA-375
Spectrum management, radio	DOC/SMS-195
Spherical agglomeration, research in	NRC/DCH-175
Sponsorship	
policy on refugees	EIC/IMM-125
Sports, amateur	
financial and technical support	NHW/FAS-415
Sports equipment	
product control	CCA/BCA-075
Spouses Allowance	
financial policy	FIN/SPD-375
Sri Lanka	
Canadian aid	IDA/BSD-285
St. Lawrence Project, Toronto	
housing design	CMH/NOS-165
St. Lawrence Seaway	
(Western Region)	SLS/ODW-045
bridges	SLS/OMB-065
	SLS/SIB-120
bridges and tunnels	SLS/ESB-065
canals	SLS/ESB-080
Canals	SLS/OMB-080
Champlain Bridge	SLS/JCB-130
concrete control	SLS/EMW-105
construction	SLS/ESB-090
construction information	SLS/ESB-110
design	SLS/ESB-085
electric plants (Eastern Region)	SLS/EME-055
electric plants (Western Region)	SLS/EMW-055
engineering information	SLS/ESB-075
hydraulics	SLS/OMB-015
ice research	SLS/OMB-010
Jacques Cartier Bridge	SLS/JCB-125
locks	SLS/ESB-070
	SLS/OMB-070
navigation	SLS/OMB-010
operations (Eastern Region)	SLS/ODE-045
operations (Western Region)	SLS/ODW-045
pilotage services	LPA/OPR-005
relocation of services and utilities	SLS/ESB-060
river basin planning	DOE/ECS-190
security	SLS/CPB-005
soil mechanics	SLS/EMW-100
telecommunications (Eastern Region)	SLS/ODE-040
telecommunications (Western Region)	SLS/ODW-040
tolls	SLS/FAB-020
traffic	SLS/FAB-020

Key Words	CoR No.
(continued)	
traffic control (Eastern Region)	SLS/ODE-050
traffic control (Western Region)	SLS/ODW-050
traffic invoices	SLS/FAR-030
traffic pre-clearance forms	SLS/FAR-035
transit declaration forms	SLS/FAB-025
waterway information	DOT/MAW-165
Welland Canal Twinning Project	SLS/EMW-115
St. Lawrence Waterway	
Project	NRC/DME-415
St. Mary and Bow River irrigation projects	DOA/PFA-535
St. Pierre Street Project, Montreal	
housing	CMH/PDR-235
Stabilization and Support Crop Insurance	FIN/EDD-490
Staff relations (standard class of records)	
see institution identifier with 926, if available, in chapter concerning relevant institution	
Staffing	
correctional programs	SGC/POL-070
enquiries, NRC	NRC/EXE-005
Standard industrial classification	CCA/BCP-115
Standards	
broadcasting equipment	DOC/SMB-200
certification systems	SDC/EIB-020
classifications and concepts	STC/STD-535
community and building	CMH/PDR-195
conformity of	SDC/NSB-010
council activities	SDC/NSB-015
council financial records	SDC/AFB-040
council public relations	SDC/EIB-025
dairy products	DOA/FPI-045
documentation of museum collections	NMC/NPG-065
electrical current measurement	NRC/DPH-515
electricity and gas	CCA/BCA-055
electrotechnical	SDC/ISB-035
federal government products control	DSS/HSO-040
fruit and vegetables	DOA/FPI-045
housing construction	CMH/NOS-170
international	SDC/ISB-030
international, metrology	CCA/BCA-065
laser frequency	NRC/DPH-535
length measurement	NRC/DPH-535
livestock and poultry products	DOA/FPI-030
mass measurement	NRC/DPH-535
meat products	DOA/FPI-085
meat products, compliance with	DOA/FPI-090
metering, measurements, metric conversion	CCA/BCA-050
metric conversion	SDC/NSB-005
national, regional, foreign	SDC/EIB-020
NCC projects	NCC/DEB-025
product safety	CCA/BCA-070
publications and audio-visual material	SDC/EIB-025
research grant	SDC/EIB-020
seed potatoes	DOA/FPI-120
seeds	DOA/FPI-100
	DOA/FPI-105
telecommunications, ITU activities in	DOC/PLI-005
temperature and thermometry	NRC/DPH-520
textile labelling	CCA/BCA-025
time measurement	NRC/DPH-515
wages	FIN/SPD-310
weights and measures	CCA/BCA-060
State Ceremonial activities	SSC/CCP-040

Key Words	CoR No.
State visits	
to Canada	DEA/XDX-005
Statistics (see also Surveys)	STC/HLD-055
accidents in the workforce	OHS/TES-030
agricultural trade	DOA/MAE-305
agriculture	FCC/ADM-045
	STC/AGR-445
	STC/AGR-450
air transport	STC/TRA-395
balance of payments	BOC/INT-245
	BOC/INT-250
	BOC/INT-255
	BOC/INT-265
	STC/IFE-260
birth	STC/HLT-095
broadcasting	CRT/COR-085
broadcasting and cable industry	CRT/COR-095
building permits	STC/SCT-480
business	STC/IFE-255
business activities	BDB/MTS-050
business and trade, field operations	STC/BTS-305
business loans	BDB/FLS-035
business; shipments, inventories and orders	STC/IND-310
Canadian investment dealers	BOC/SEC-025
capital expenditures in construction	STC/SCT-475
capital stock	STC/SCT-470
collective agreements	LAB/LDB-160
communications	STC/SER-430
construction industry	STC/IND-370
correctional services	STC/CCJ-125
criminal courts	STC/CCJ-130
cultural activities	STC/ECT-195
cultural industries	STC/ECT-190
cultural institutions	STC/ECT-185
database services/DRIE	RIE/POL-230
deaths	STC/HLT-095
diseases	STC/HLT-095
divorce in Canada	JUS/JUS-040
divorces	STC/HLT-095
domestic financing	BOC/SEC-055
educational finance	STC/ECT-175
electrical equipment	STC/IND-350
electricity and mineral fuels	STC/IND-315
elementary and secondary education	STC/ECT-165
employment and compensation	STC/LAB-075
energy	EMR/EPS-180
energy balances	STC/INO-270
exports and imports	STC/INT-410
family	STC/NFS-025
family courts	STC/CCJ-145
family expenditures	STC/HLD-045
farm economy	FCC/ADM-055
farm income and prices	STC/AGR-455
farm products marketing	FPM/FPM-010
federal government	STC/PUI-220
financial flows	STC/IFE-245
financial markets	BOC/SEC-030
financial/farming	FCC/ADM-075
food, beverage and tobacco industries	STC/IND-320
foreign financing	BOC/SEC-060
forestry and forest products	DOA/CFS-625
geography	STC/GEO-520
government expenditures on culture	STC/ECT-205
Gross National Product	STC/GNP-235
health and social security	STC/HLT-120

Key Words	CoR No.
Statistics (*continued*)	
health and welfare	NHW/ISP-345
health manpower	STC/HLT-090
health sciences	MER/PPD-120
hospital operations	STC/HLT-085
household facilities and equipment	STC/HLD-050
housing	CMH/PDR-230
	STC/NFS-025
housing starts	STC/SCT-480
industrial operations in penal institutions	CPS/IND-210
industrial output	STC/IMA-240
industrial prices	STC/PRI-420
institutional care	STC/HLT-080
institutions	STC/SIL-010
interest rates	BOC/MFA-130
international aid	IDA/YVP-070
international economy and finance	FIN/IFD-610
international travel	STC/IFE-250
labour	STC/SIL-010
labour force/market	LAB/EIR-125
labour/women	LAB/WEA-020
leather industry	STC/IND-325
legal aid	STC/CCJ-160
livestock and animal products	STC/AGR-460
logging	STC/IND-385
machinery and transportation equipment	STC/IND-345
management information/Revenue Canada, Taxation	RCT/PSB-295
manufactured metals	STC/IND-365
marine casualties	DOT/MCI-150
marriages	STC/HLT-095
medical	STC/HLT-080
miscellaneous manufacturing	STC/IND-340
mortgage defaults/arrears	CMH/ISO-120
municipal governments	STC/PUI-210
murders	STC/CCJ-135
national accounts	STC/GNP-230
	STC/NAC-225
native peoples	INA/IIA-145
occupational health and safety	LAB/OSH-245
paper products and printing	STC/IND-360
pensions	STC/LAB-065
persons entering Canada	EIC/IMM-115
plastics, rubber and chemical industries	STC/IND-335
population	STC/DEM-030
	STC/POS-280
Ports Canada	CPC/POR-015
post-secondary education	STC/ECT-170
projections and analysis, education	STC/ECT-180
provincial governments	STC/PUI-215
rail transport	STC/TRA-390
retail prices	STC/PRI-415
retail trade	STC/IND-375
road transport	STC/TRA-400
science	STC/SCT-465
service trade	STC/SER-425
services/Revenue Canada, Taxation	RCT/LEG-115
Small Area Database	STC/SAD-560
small businesses	BDB/MTS-060
social	STC/NFS-025
	STC/SIL-010
social and economic studies	STC/SES-285
social security programs	STC/HLT-100
socio-legal affairs	JUS/JUS-030
St. Lawrence shipping	SLS/FAB-020
surveys relating to EIC programs	EIC/SPP-625

Key Words	CoR No.
(*continued*)	
tax	FIN/TPL-705
taxation operations	RCT/LEG-110
taxation program result/production	RCT/MCD-005
textile and apparel industry	STC/IND-330
travel and tourism	STC/ECT-200
unemployment insurance	STC/LAB-070
water transport	STC/TRA-405
wholesale trade	STC/IND-380
wood and furniture products	STC/IND-355
Status of Disabled Persons Secretariat	SSC/CCP-080
Status of women	
assistance to voluntary groups	SSC/CCP-055
market structure	CCA/BPC-135
Steam rebuild programs	AEC/DRR-050
Stock exchanges	BOC/SEC-010
Stocks and bonds	
statistics, analysis	BOC/SEC-030
Stockyards	
supervision of livestock trade	DOA/RDB-460
STOL ports	DOT/AAA-085
Stolen property	CMP/IDD-115
Strategic controls and embargoes	
international policy	DEA/EFFB-060
Strikes and lockouts	
data	LAB/LDB-170
unlawful	CLR/OPS-015
Student Community Service Program	SSC/CCP-065
Students (see also Youth)	
guaranteed repayment loans	FIN/GFD-780
loans	SSC/ESP-010
summer employment	EIC/EMP-460
summer employment experience development	EIC/LMD-415
summer job corps	SSC/CCP-065
summer language bursary program	SSC/OLP-030
Subsidies (see also Assistance, financial; Grants, Loans)	
agricultural products	DOA/ASB-600
fishing vessels	DFO/FAA-095
milk and cream shipments, regulations on	CDC/SOP-050
payment of subsidies for milk and cream shipments	CDC/SOP-055
public housing	CMH/PSO-050
Succession duties	
federal-provincial	FIN/FPR-275
Sudan	
Canadian aid	IDA/BCD-555
Summer Canada	SSC/CCP-065
Summer Canada Works projects	EIC/LMD-395
Summer employment	EIC/EMP-460
Summer Employment Experience Development (SEED)	EIC/LMD-415
Summer Job Corps	SSC/CCP-065
Summer Language Bursary Program	SSC/OLP-030
Summer Student Employment and Activities Program	SSC/CCP-065
Summer Youth Employment Program	SSC/CCP-065
Superannuation	
public service	DSS/ROS-075

Key Words	CoR No.
Supplemental unemployment benefits	EIC/INS-180
Supplementary Retirement Benefits Fund	FIN/GFD-775
Supply methods	
to federal government	DSS/HSO-010
	NRC/DEE-265
Surface science research	
Surgical services	
veterans	VAC/VSB-040
Surplus properties	
federal	PWC/PWC-085
Surveys (see also statistics)	
Canada Lands	EMR/SMB-405
consumer finance	STC/HLD-055
design of	STC/SVM-540
geophysical-hydrographic	DFO/OSS-080
health	STC/HLT-115
hog fat	DOA/FPI-030
household facilities and equipment	STC/HLD-050
labour and household analysis	STC/LHS-060
labour force	STC/HLD-035
methodology	STC/SVM-545
special	STC/HLD-040
Surveys and mapping	
management	EMR/SMB-400
National Capital Region	NCC/PRB-075
Swaziland	
Canadian aid	IDA/BCD-515
Sylvia Gelber Foundation Awards	CAC/ART-005

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Key Words	CoR No.
Tankers, icebreaking	
Beaufort Sea and Arctic islands	INA/NAP-215
Tanzania	
Canadian aid	IDA/BCD-520
Tar sands	
financial policy	FIN/ERP-420
Tariff Board	
decisions on excise tax	RCC/EPE-035
recommendations	FIN/TAR-695
strategy on	RCC/EPE-090
	RCC/CPE-185
Tariffs	CTC/ATC-150
air carriers	
applications by telecommunications common carriers	CRT/TEL-135
Auto Pact	RCC/CPE-185
Canadian committee on trade	FIN/TAR-685
Canadian customs	FIN/IER-595
Canadian participation in GATT	DEA/EFFB-065
changes in rates	FIN/TAR-700
classification	RCC/CPE-145
complaints and disputes	CTC/TTB-330
excise assessment programs	RCC/CPE-145
GATT	FIN/IER-570
harbours and ports	DOT/MPH-135
in federal budgets	FIN/TAR-680
Industrial Incentive Programs Audit	RCC/CPE-205
international effects	FIN/SPA-100
international policy	DEA/EFFB-060
Made-in-Canada legislation	RCC/CPE-175
nomenclature review	RCC/CPE-380
passenger entry processing	RCC/CPE-280
pilotage	CTC/WTC-210
(continued)	
pilotage services	APA/OPD-010
	PPA/OPE-010
pilotage services, Great Lakes	GLP/OPE-010
Ports Canada	CPC/POR-015
prohibited goods and privileges	RCC/CPE-185
rules of origin	RCC/CPE-180
ruling and appeals on classifications	RCC/CPE-170
seaway	CTC/WTC-215
shipping conference liners	CTC/WTC-200
St. Lawrence Seaway (see also tolls)	SLS/FAB-020
studies on	TBD/REF-005
trade	FIN/TAR-675
wharves	DOT/MPH-140
Tax and non-tax revenue	
Customs and excise	RCC/CAE-420
Tax certificates for cultural property	DOC/ACS-275
Tax incentives	
Canadian content in films, videotapes	DOC/ACS-260
Tax measures review	
policy	FIN/EDD-430
Tax Rental agreements	
federal-provincial	FIN/FPR-205
Tax Sharing agreements	
federal-provincial	FIN/FPR-205
Tax Transfer Integration Task Force	FIN/SPD-320
Taxable status	
commodities	RCC/EPE-120
goods, persons, institutions	RCC/EPE-030
Taxes (see also Income tax; Duties and taxes)	
appeals and adverse decisions	RCT/APP-310
audit operations evaluation	RCT/PSB-210
audit programs, planning and control	RCT/PSB-190
audit programs/national selection	RCT/PSB-195
audit quality review	RCT/PSB-205
audit research	RCT/PSB-215
avoidance of taxes	RCT/PSB-255
businesses	STC/BUS-530
capital income	ECC/CRA-015
collection/interpretations	RCT/PSB-170
commercial and economic effects	FIN/CFD-510
computerized programs against late filers and non-filers	RCT/PSB-180
coverage and assessment/employers	RCT/APP-315
criminal investigations	RCT/PSB-235
disputed assessments	RCC/EPE-045
double/two governments	RCT/PSB-260
EDP system documentation	RCT/PSB-290
enquiries concerning the T4U and TP4U	EIC/NSB-600
estate and gift	FIN/FPR-275
excise and sales	FIN/TAC-740
excise and sales refimds	FIN/TAC-750
excise revenues	RCC/EPE-100
federal government policy and legislation	FIN/TPL-705
federal-municipal relations	FIN/FPR-245
federal-provincial	FIN/FPR-280
federal sales	FIN/TAC-745
fraud investigation	RCC/EPE-070
inter-governmental	FIN/FPR-285
international	FIN/CRT-770
international affairs	RCT/LEG-080
interpretations and rulings/research	RCT/LEG-050
judicial processes	RCT/PSB-240
management information/EDP system development	RCT/PSB-295

Key Words	CoR No.
Taxes *(continued)*	
mathematical tax models	RCT/LEG-130
non-compliance research	RCT/PSB-200
operations research studies	RCT/LEG-120
payroll audit and enforcement	RCT/PSB-165
program assessments	RCT/PSB-125
program evaluation	RCT/IAE-030
program management	RCT/APP-300
provincial governments/laws	RCT/LEG-085
rebate discounting	CCA/BCA-040
rebate discounting/market structure	CCA/BPC-135
reform	FIN/TPL-705
refunds, sales and excise	FIN/TAC-750
registration of charitable and non-profit organizations	RCT/LEG-060
regulations	RCT/LEG-100
remissions	FIN/TAC-735
revenue accounting and control	RCT/PSB-160
revenue reporting	RCT/APP-320
rulings and interpretations	RCT/LEG-045
rulings/alcohol industry	RCC/EPE-115
rulings/customs and excise	RCC/EPE-010
rulings/customs and excise	RCC/EPE-005
rulings/excise	RCC/EPE-110
special excise	FIN/TAC-755
special investigations management	RCT/PSB-250
special investigations operations	RCT/PSB-245
statistics/control of data	RCT/LEG-110
taxroll programs, planning and control	RCT/PSB-185
training initiatives on interpretation	RCC/EPE-020
treaty negotiations with other countries	RCT/LEG-075
T2 (corporate), T3 (trust), and PGRT (petroleum and gas revenue tax)	RCT/PSB-140
valuations, appraisals and succession duties	RCT/PSB-230
veterans under VLA	VAC/VLA-100
Taxpayers	
audits of records	RCC/EPE-045
computerized programs on delinquent	RCT/PSB-180
information on licensing	RCC/EPE-130
Technical information	
farming	FCC/ADM-060
Technical services	
Canada Mortgage and Housing Corporation, internal	CMH/CTS-350
DIAND, internal	INA/ADM-380
housing	CMH/CTS-350
Technical services management	
construction	CPS/TSB-025
Technicians of Central Banks of the American Continent (CEMLA)	BOC/INT-225
Technological change	ECC/CRA-025
	ECC/PAA-055
	EIC/LMD-340
Technology	
energy, research and development	EMR/CAB-460
film production	NFB/SED-045
films and videos	NFB/SED-035
health services	NHW/HSD-260
housing	CMH/NOS-170
minerals, research and development	EMR/CAB-465
space, development	EMR/RSB-495
transfer/agriculture	DOA/RDB-480
transfer/energy conservation material	EMR/CNP-225
Technology and investment development	
trade relations and policies	DEA/TFB-050
Technology transfer	
to industry/fibre optics	DOC/REC-140
Telecommunications (see also Broadcasting; Communications)	
applications for licences	CRT/TEL-125
Atmospheric Environment Service	DOE/AES-425
Canadian involvement in ITU activities	DOC/PLI-005
carriers, statistics	STC/SER-430
complaints regarding carriers	CRT/TEL-120
emergency planning	DOC/SME-205
extension and improvement of services	DOC/PLB-040
federal facilities and services	DOC/TIT-120
federal planning and co-ordination	DOC/TIT-120
financial statistics on federally regulated carriers	CRT/COR-115
international aid	IDA/RVP-720
international services, Canadian involvement in organizations providing	DOC/PLI-010
legal issues involving carriers	CRT/LEG-160
legislation	DOC/PLP-075
marine	DOT/MTE-175
networks, policies on the development and implementation of	DOC/PLT-055
new mobile services	DOC/TIA-090
planning and support	DOC/TII-110
police community	CMP/RSU-210
policies on spectrum and orbital assignment	DOC/PLT-050
policies relating to corporate relations	DOC/PLT-045
policy	FIN/EDD-465
regulation of, policies on	DOC/PLT-060
regulations	CRT/TEL-130
regulatory policy, development of	DOC/PLB-035
St. Lawrence Seaway (Eastern Region)	SLS/ODE-040
St. Lawrence Seaway (Western Region)	SLS/ODW-040
strategic planning	DOC/PLP-075
tariff applications by federally regulated carriers	CRT/TEL-135
Telefilm Canada	
broadcast-related activities	DOC/PLB-025
Telephone and communications	
consumer protection	CCA/BCA-045
Telephone directories, federal	DOC/TIT-120
Telephone Referral Services	
federal government information	DSS/STP-215
Telephones (see also telecommunications)	
policy	FIN/EDD-465
regulations	CRT/TEL-130
Telesat	
mobile telecommunications	DOC/TIA-090
Telescope observing time, application for	NRC/HIA-340
Teletext services	
policies and programs	DOC/PLB-030

Key Words	CoR No.
Television (see also Radio; Telecommunications)	
advertising	CRT/BRO-015
advertising that contravenes CRTC policy	CRT/LEG-150
archival recordings, acquisition of	PAC/FTS-035
archival recordings, enquiries concerning	PAC/FTS-040
archival recordings, information on	PAC/FTS-030
archival recordings, retention of	PAC/FTS-045
Canadian content	CRT/BRO-055
Canadian content, policies on	DOC/ACS-260
correspondence on programming	CRT/SEC-045
decisions on applications	CRT/SEC-055
financial returns of licensees	CRT/COR-065
interventions regarding applications for licence	CRT/SEC-050
licensing, planning and control	CRT/COR-110
marketing analyses	CRT/BRO-035
operational information	CRT/COR-100
ownership	CRT/BRO-025
policy	FIN/EDD-465
policy and regulations	CRT/BRO-020
political broadcasting	CRT/BRO-010
program logs	CRT/COR-105
regulatory policy, development of	DOC/PLB-035
statistical records for industry	STC/ECT-190
statistics stations	STC/SER-430
technical briefs concerning new stations	CRT/BRO-030
violation of regulations	CRT/LEG-155
Television Remission Program	
customs duty	RCC/CPE-200
Telidon program	DOC/TIA-095
	DOC/TIP-080
Temperature standards	NRC/DPH-520
Temporary Assignment Program	TBS/PPB-400
Terminal Attachment Program	DOC/SME-210
Terrain science	
activities, management and operations	EMR/GSC-380
Territorial government	
administration and development	INA/NAP-170
Terrorism	
analysis and dissemination of information	SGC/PSB-035
counter-terrorism programs	SGC/PSB-020
criminal aspects of	CMP/FSD-015
information on terrorists	CMP/CID-075
law enforcement against	CMP/OPD-285
relating to Canada	SIS/DDS-010
Textiles	
chemical research	NRC/DCH-240
industrial records	STC/IND-330
industry	RIE/OIA-060
labelling	CCA/BCA-025
product control	CCA/BCA-075
sampling and testing	CCA/BCA-025
Textiles and clothing	
economic data	TCB/AOP-015
enquiries and review	TCB/AOP-010
general activities of Board	TCB/AOP-005
Thailand	
Canadian aid	IDA/BSD-300
Theatre	
grants	CAC/THS-110
Thermometry research	NRC/DPH-520
Third World see Developing countries	
Tidal surveys	
research	DOE/ECS-200

Key Words	CoR No.
Tides	
information on	DFO/OSS-080
research	NRC/DME-415
Timber Marketing Act	CCA/COA-095
Time-series analyses	
research	STC/TSR-555
Tobacco	
development of control policies	NHW/CDC-155
excise duties	RCC/EPE-075
information on benefits of not smoking	NHW/HPD-515
monitoring of excise duty	RCC/EPE-115
statistics	STC/IND-420
Togo	
Canadian aid	IDA/BFD-655
Tolls	
Seaway international bridges	SLS/SIB-120
St. Lawrence shipping	SLS/FAB-020
Tools	
product control	CCA/BCA-075
Topographical mapping	
general	EMR/SMB-430
Tourism	
general	RIE/TOU-170
National Capital Region	NCC/PAB-050
promotion and development	RIE/NSP-375
	RIE/XRO-450
research	DOE/PKS-025
statistics	STC/ECT-200
Tours	
National Capital Region	NCC/PAB-050
NRC	NRC/EXE-005
	NRC/EXE-020
Tours and pilgrimages	
planning/veterans	VAC/DVA-010
TOUS	
marine meteorology	DOE/AES-355
Toxic chemical management	DOE/EPS-300
Toxic organometals, research in	NRC/BSC-095
Toxic substances	
assessments	DOE/EPS-275
wildlife	DOE/ECS-145
Toxicology research	NRC/BSC-105
Toys	
product control	CCA/BCA-075
Trade	
agreements/international policy	DEA/EFFB-060
Trade (see also Foreign trade; Trade relations)	
agricultural policy issues	DOA/MAE-300
customs matters	RCC/CPE-245
development policy, planning and liaison	DEA/TFB-055
export development	FIN/IFD-635
foreign	DEA/FGB-025
GATT negotiations	FIN/TAR-690
industrial relations	DEA/EFFB-075
international agreements	DEA/JCX-015
international policy	DEA/EFFB-060
international theory and policy	BOC/RES-095
promotion	DEA/SFB-170
relations/science, technology, space and communications industries	DEA/TFB-050
special relations	DEA/EFFB-110
statistics, field operations	STC/BTS-305
United Nations	FIN/IFD-670
Trade and tariff studies	TBD/REF-005

Key Words	CoR No.
Trade development	
Canadian Commercial Corporation	CCC/CCC-005
general	RIE/POL-250
Trade, industrial	
policy	DEA/EFFB-075
Trade, international	
Canadian and foreign initiatives	FIN/SPA-100
conduct	FIN/IER-550
Europe	FIN/IER-560
GATT	FIN/IER-570
general information	FIN/IER-575
Trade Marks	CCA/COA-105
Trade policy	
Canada-US	RIE/POL-245
Trade practices, restrictive	
hearings	RTP/COM-005
	RTP/COM-010
Trade, retail	
statistics	STC/IND-375
Trade unions	
bargaining rights, federal	CLR/OPS-005
collective bargaining	CLR/OPS-030
Trade, wholesale	
statistics	STC/IND-380
Traffic control	
St. Lawrence Seaway	SLS/OMB-010
Training (see also Education)	
academic courses for recruits	CMP/DEP-245
allowances	EIC/LMD-325
assessment of programs	EIC/SPP-680
atomic reactor operators	AEC/DRR-070
business management	BDB/MTS-050
	BDB/MTS-065
cadets	DND/RCD-340
computer-aided	NRC/DEE-275
courses and certifications	EIC/LMD-295
critical trade skills, policy on	EIC/LMD-305
design service/housing	CMH/NOS-165
development	EIC/LMD-295
EIC files	EIC/SPP-650
facilities, funding of	EIC/LMD-330
federal-provincial negotiations and agreements	EIC/LMD-295
health personnel	NHW/HSD-285
industrial	EIC/LMD-300
inmates	CPS/ETD-165
institutional	EIC/LMD-320
	EIC/LMD-325
international technical and vocational	LAB/IRB-090
meteorologists	DOE/AES-475
military engineering	DND/MEO-320
native management of housing	CMH/PSO-070
operational staff/policy	FCC/ADM-025
physical courses for recruits	CMP/DEP-250
policy in public service	TBS/PPB-335
program evaluation, in	OCG/PEB-170
research	ECC/PAA-075
security personnel	CMP/PRO-160
unemployment insurance payments to trainees	EIC/INS-165
youth, disadvantaged	EIC/LMD-315
Training Allowances and Apprenticeship Training	EIC/LMD-320

Key Words	CoR No.
Training and development (standard class of records)	
see institution identifier with 927, if available, in chapter concerning relevant institution	
Trans-Canada Highway	
policy development	FIN/EDD-470
Transfer payments	
federal government	FIN/SPD-320
provinces	FIN/FPD-060
Transient species, research in	NRC/DCH-230
Transitways	
National Capital Region	NCC/PLB-080
Translation	
machine	DOC/TIA-105
prizes	CAC/ART-005
Translation Bureau	
federal	SSC/OLP-014
Transportation	
aeronautical products	DOT/DAB-110
air navigation aids	DOT/AAN-070
air,statistics	STC/TRA-395
air traffic services	DOT/DAT-075
aircraft	DOT/DIC-100
airport security	DOT/DAX-120
appeals of CTC decisions	DOT/COD-030
aviation medicine	DOT/DAM-130
aviation safety	DOT/DSP-115
Canadian and international policy	DEA/TFB-030
civil air-, heli- and STOL ports	DOT/AAA-085
civil aviation aids	DOT/DFS-080
conferences and committees	DOT/COD-015
costing	CTC/RES-315
CTC Railway Transport Committee	CTC/RTC-015
dangerous commodities	CTC/RTC-030
dangerous goods	DOT/TDG-035
disabled and handicapped persons	DOT/COD-020
emergency planning	DOT/DSE-065
energy use and conservation	EMR/CNP-240
enforcement of aviation regulations	DOT/DEL-125
financial assistance	FIN/ERP-415
grain and freight/railways	DOT/DRG-285
handicapped persons	CTC/RES-320
humane treatment of animals	DOA/FPI-010
industry pricing philosophy	CTC/TTB-330
information for Parliament	DOT/DSE-055
internal planning	DOT/PPD-005
internal policy development	DOT/PPD-010
international aid	IDA/RVP-725
international food aid	IDA/RDG-700
International Transport Policy Committee	CTC/ITP-280
legislation	DOT/DSE-045
licensing of maritime carriers	CTC/TTB-325
marine navigation aids	DOT/MTE-175
market structure	CCA/BPC-135
Norman Wells project	INA/NPA-230
oil and gas/Beaufort Sea and Arctic	INA/NAP-215
passengers/railways	DOT/DRP-290
pipelines	NPA/TRA-045
pipelines and tankers/north	INA/NAP-210
policies and programs/surface	DOT/DSH-270
policies, rulings and rates/air	DOT/DIC-095
policy development	FIN/EDD-470
pricing	CTC/RES-315
public hearings and enquiries	CTC/SEC-010
rail, statistics	STC/TRA-390

Key Words	CoR No.
(continued)	
records of equipment	STC/IND-345
regional issues	CTC/RES-320
regulations	CTC/RES-315
regulations concerning radioactive materials	AEB/FCM-160
regulatory activities	DOT/DSE-060
research and development	DOT/RDD-040
review of CTC decisions	CTC/REV-300
road, statistics	STC/TRA-400
shipping control	DOT/MSS-210
ships' cargoes	DOT/MSS-195
subsidies	CTC/RES-315
supply and productivity, research on	CTC/RES-310
surface and water/assistance	DOT/DWD-280
tariffs	CTC/TTB-325
tax rulings on equipment	RCC/EPE-005
traffic complaints and disputes	CTC/TTB-330
traffic research	CTC/RES-305
water, statistics	STC/TRA-405
Trapping	
labour market development	EIC/LMD-370
native peoples	INA/IIA-065
Travel	
consumer protection	CCA/BCA-045
criminal offences	RCC/CPE-285
international, statistics	STC/IFE-250
statistics	STC/ECT-200
tourism development	RIE/XRO-350
traveller entitlements	RCC/CPE-280
Travel documents	
regulations and procedures	EIC/IMM-070
Treasury bills	
federal government	FIN/FIM-165
Tree Nursery Program	DOA/PFA-550
Trees	
commercial and exotic species	DOA/CFS-650
nurseries and production statistics	DOA/CFS-645
production and distribution in prairies	DOA/PFA-550
provision of seedlings to farmers and government agencies	DOA/PFA-515
species grown for wood, fibre or energy	DOA/CFS-655
Trinidad and Tobago	
Canadian aid	IDA/BMD-430
Tropical and infectious diseases	
research	IDR/ISD-025
Trucking see Motor vehicle transport	CTC/MVT-245
Trust companies	
annual inspection	CDI/MIS-010
balance-sheet data	BOC/MFA-110
general information	FIN/FIM-150
	INS/OPS-005
Inspector General of banks	FIN/IGB-005
payment systems	BOC/MFA-155
reports and returns	BOC/MFA-150
Trust taxes	
assessment of returns	RCT/PSB-140
Tunisia	
Canadian aid	IDA/BFD-620
Tunnels	
St. Lawrence Seaway	SLS/ESB-065
Turkey	
Canadian aid	IDA/BSD-295
Twentieth Annual Review	ECC/PAA-060
Twenty-first Annual Review	ECC/PAA-045
Twenty-second Annual Review	ECC/CRA-005

U

Key Words	CoR No.
UFFI see Urea Formaldehyde Foam Insulation	
Uganda	
Canadian aid	IDA/BCD-525
Ultra-high vacuum, research in	NRC/DEE-265
Unclaimed goods	
regulations	RCC/CPE-270
Unemployment	
layoffs	EIC/LMD-340
long-term, trends in	EIC/SPP-705
policy development of programs	FIN/SPD-295
research	ECC/PAA-075
Unemployment insurance	
actuarial services	EIC/INS-160
adoption benefits	EIC/INS-165
appeals system	EIC/INS-210
Atlantic Survey Unit	EIC/INS-230
benefit claim duration, analysis of	EIC/SPP-695
benefit overpayment files	EIC/SPP-650
claims analyses	EIC/INS-200
collection of premiums/interpretations	RCT/PSB-170
Comprehensive Tracking System	EIC/INS-285
contributors and claimants, family characteristics of	EIC/SPP-695
control policy	EIC/INS-215
control programs, development of	EIC/INS-230
control programs, guidelines and procedures for	EIC/INS-225
coverage and assessment/taxation	RCT/APP-315
coverage for seasonal workers, assessment of	EIC/SPP-695
coverage policy and legislation/taxation	RCT/PSB-150
deceased or incapacitated claimants	EIC/INS-165
effects on claimants and others	EIC/SPP-695
entitlement to benefits	EIC/INS-165
	EIC/INS-190
	EIC/INS-195
financial policy	FIN/SPD-380
forms development and control	EIC/INS-275
insurability	EIC/INS-175
investigations and prosecutions	EIC/INS-225
job creation	EIC/INS-165
labour adjustment benefits	EIC/INS-185
maternity benefits	EIC/INS-165
maternity claims, operating policies on	EIC/INS-255
monitoring of operational activities	EIC/INS-280
planning activities	EIC/INS-220
policies on program and service delivery	EIC/INS-260
policy and legislation	EIC/INS-165
premium reduction programs	EIC/INS-205
premium reductions for employers	EIC/INS-165
premium reductions for employers, granting and control of	EIC/NSB-610
recommendations for change	EIC/INS-170
record of employment forms, processing of	EIC/INS-270
review of claim files	EIC/INS-280
sickness benefits	EIC/INS-165
sickness claims, operating policies on	EIC/INS-255
statistical records	STC/LAB-070
supplemental unemployment benefits	EIC/INS-180
systems supporting administration of benefit program	EIC/SYS-515

Key Words	CoR No.
Unemployment *(continued)*	
trainees	EIC/INS-165
US-Canada correspondence and agreements	EIC/INS-265
users and abusers	EIC/SPP-695
work-sharing programs	EIC/INS-165
Unemployment Insurance Act	
women	ASW/RES-015
Unemployment Insurance Program	
assessment of	EIC/SPP-670
impact analysis	EIC/SPP-695
policy development and analysis	EIC/SPP-690
UNESCO	
databases	IDR/ISD-020
Unfair labour practices	
consent for complaints	LAB/MCB-060
Uniform crime reporting	
records	STC/CCJ-140
Union catalogues	
Canadian library holdings	NLC/PSB-090
Unions, labour	
collective agreements	LAB/LDB-155
collective bargaining and related complaints	LAB/MCB-060
consent to prosecute	LAB/MCB-055
labour education assistance	LAB/ERC-205
labour relations enquiries	LAB/MCB-065
membership information	LAB/LDB-170
returns (CALURA)	LAB/LDB-150
unfair labour practices	CLR/OPS-010
United Nations	
aid and development policies	IDA/YVP-010
development programs, Canadian administration and funding	IDA/MVP-120
energy relations	EMR/EPS-195
housing	CMH/ODS-310
labour	LAB/IRB-115
organization and administration	DEA/IFB-115
organization and administration of agencies	DEA/IFB-115
policies and programs	FIN/IFD-665
policies and programs of agencies	FIN/IFD-670
women/labour	LAB/WEA-010
United Nations Commission on International Trade Law	FIN/IER-560
United Nations Committee on Trade and Development	CCA/BPC-140
United Nations Disarmament Commission	AEC/FCM-145
United Nations Economic and Social Council (ECOSOC)	EMR/DEX-025
United Nations Economic Social and Cultural Organization	
cultural relations	DEA/SFB-160
United Nations Education and Training Program for Southern Africans	
Canadian involvement	IDA/MVP-120
United Nations Fund for Namibia	
Canadian involvement	IDA/MVP-120
United Nations High Commissioner for Refugees	
Canadian involvement	IDA/MVP-120
United Nations Refugee and Works Agency	
Canadian involvement	IDA/MVP-120

Key Words	CoR No.
United States	
balance of payments	FIN/FAD-180
economic policy	FIN/FAD-195
economic relations	FIN/IER-550
financial developments in	BOC/MFA-145
loans	FIN/FIM-175
oil and gas import and export	FIN/IER-580
United States Saint Lawrence Seaway Development	SLS/SIB-120
Universities	
medical development grants	MER/PRB-050
medical research grants	MER/PRB-045
science and engineering awards/industry	SER/GSA-030
visiting professorships/health sciences	MER/PRB-105
Uranium	
policy on exports, nuclear energy	AEC/FCM-130
policy planning	EMR/EPS-185
policy, sources, general	EMR/CNP-220
resource development	EMR/DEX-045
sales to foreign countries	FIN/ERP-410
Uranium Canada Limited	EMR/CNP-220
	EMR/UCL-315
Uranium industry	
information on all Canadian facilities	AEB/FCM-185
Urban affairs	
financial policy	FIN/SPD-345
Urban development	
National Capital Region	NCC/PLB-085
Urban renewal	
assistance	CMH/PSO-085
Urea formaldehyde foam insulation (UFFI)	CMH/ISO-110
appraisal of homes	CMH/NOS-175
claims	CMH/GCC-015
general	CCA/UFF-175
research	NRC/TTR-655
US National Institute of Health International Research Fellowships	MER/PRB-110
Utilities (standard class of records)	
see institution identifier with 908, if available, in chapter concerning relevant institution	

V

Key Words	CoR No.
Valuation	
enforcement of rulings	RCC/CPE-230
investigations	RCC/CPE-215
investigations, foreign offices	RCC/CPE-245
rulings and appeals	RCC/CPE-225
Value for duty	
excise	RCC/CPE-145
imported goods	RCC/CPE-215
Values for tax	RCC/EPE-015
Vehicles (standard class of records)	
See first, institution identifier with 913, if available, in chapter concerning relevant institution	
Vehicles, parking	
Correctional Service Canada	CPS/EAP-085
Vehicles, provision and management	
Correctional Service Canada	CPS/EAP-080
Vendors certificates	
fuel tax rebate	RCC/EPE-065

Key Words	CoR No.
Vessel movements (see also Ships/shipping)	
St. Lawrence Seaway (Eastern Region)	SLS/ODE-045
Vessel Pollution Abatement Program	DOE/EPS-295
Vessel pre-clearance	
St. Lawrence Seaway	SLS/FAR-035
Veterans	
acquisition and disposition of land	VAC/VLA-070
adjudication, appeals and interpretation of the Pension Act	VAC/PRB-005
allowance	VAC/VSB-045
awards, issue and replacement	VAC/DVA-005
benefits for children of pensioners	VAC/CPC-030
commemorations and special events	VAC/DVA-010
debt-free settlement and grants on provincial land	VAC/VLA-065
dental, medical and surgical treatment	VAC/VSB-040
disability pensions	VAC/CPC-020
eligibility for benefits/land	VAC/VLA-055
entitlement to pension	VAC/CPC-005
general services	VAC/VSB-020
homes and hospitals	VAC/VSB-025
housing assistance, special	VAC/VLA-080
housing loans and technical assistance	VAC/VLA-085
housing loans, grants	VAC/VLA-060
housing purchase or construction	VAC/VLA-090
Indians/settlement on reserved lands	VAC/VLA-065
insurance	VAC/VSB-030
insurance to protect property equity	VAC/VLA-125
mines, minerals, surface rights	VAC/VLA-110
pension adjudication	VAC/BPA-005
pension and allowance eligibility/research	VAC/BPA-010
pensions for disability or death	VAC/CPC-010
pensions to widows and dependants	VAC/CPC-015
services in farm management	VAC/VLA-115
special program benefits	VAC/VSB-035
supplementary pensions	VAC/CPC-025
tax records under VLA	VAC/VLA-100
war pension allowances	VAC/WVA-010
war veterans' allowances	VAC/WVA-005
Veterans affairs	
financial policy	FIN/SPD-350
Veterans Business and Professional Loans	
guaranteed repayment	FIN/GFD-780
Veterans Land Act	
easements, servitudes and right of way	VAC/VLA-105
eligibility for benefits	VAC/VLA-055
rescissions and resales	VAC/VLA-120
Veterans Land Administration	
general records	VAC/VLA-050
real estate appraisals and related services	VAC/VLA-095
Veterinary medicines	
safety and effectiveness	NHW/DDI-140
Veterinary products, licensing and use of	DOA/FPI-005
VIA Rail	DOT/DRP-290
Vibrational spectroscopy	NRC/DCH-215
Victor Martyn Lynch-Staunton Awards	CAC/ART-005
Videos (see also Films; Films and videos)	
production and marketing	NFB/EPB-025
	NFB/FBB-030
Videotapes	
archival, acquisition of	PAC/FTS-035
certification applications	DOC/ACS-255
Videotex services	
policies and programs	DOC/PLB-030
Vieux Port, Montreal	
housing project	CMH/PDR-235
Vieux Port, Quebec	
housing project	CMH/PDR-235
VIP Protection Program	SGC/PSB-045
VIP security	CMP/OPD-315
	CMP/PRO-155
Virginia P. Moore Award	CAC/ART-005
Visas	
regulations and procedures	EIC/IMM-070
Visiting scientist awards	
health science research	MER/PRB-100
Visitors to Canada	
entitlements, customs	RCC/CPE-280
for special events	EIC/IMM-090
policies on admission	EIC/IMM-120
vital statistics of	EIC/IMM-115
Visitors' services	
National Capital Region	NCC/PAB-045
	NCC/PAB-050
Visits	
exchange, NRC	NRC/EXE-025
Visits of foreign dignitaries	
security	CMP/PRO-155
Visual arts	
grants	CAC/VAS-150
programs	CAC/VAS-145
Vocational Rehabilitation of Disabled Persons Act	
administration	NHW/ISP-395
Vocational training (see also technical training)	
program information	FIN/SPD-305
Voluntary Action	
technical and financial assistance to citizen's groups	SSC/CCP-060
Voluntary and non-government organizations	
relations with CIDA	IDA/MVP-135
Voluntary organizations	
funding of immigrant agencies	EIC/IMM-130
Volunteers	
Correctional Service Canada	CPS/SCP-305

W

Key Words	CoR No.
Wage and price controls	
information	BOC/SEC-075
Wages	
differentials, male-female	EIC/SPP-705
Members of Parliament	FIN/SPD-310
minimum and equal/payments	LAB/ERC-225
standards	FIN/SPD-310
survey data on rates	LAB/LDB-175
Wanted persons	CMP/IDD-115
War casualty names	EMR/SMB-415
War savings certificates	
retirement of	BOC/PDD-325
War Service Buttons, veterans	
issue and replacement	VAC/DVA-005
War Veterans Allowance Board	VAC/WVA-005
War Veterans Allowances, Civilian War Pensions	VAC/WVA-010

Key Words	CoR No.
Warehouse control	
Customs and excise	RCC/CPE-270
Warehousing	
federal government	DSS/ROS-055
Waste management	
solids	DOE/EPS-280
water	DOE/EPS-265
Wastewater technology	DOE/EPS-265
Water	
international aid	IDA/RVP-735
research	NRC/BSC-105
Water and sewage treatment	
grants to municipalities	CMH/PSO-075
Water carriers	
custom duty waivers	CTC/WTC-205
licensing of	CTC/WTC-195
shipping financial records	CTC/WTC-235
tariffs	CTC/WTC-200
traffic movements	CTC/WTC-235
Water levels	
St. Lawrence Seaway	SLS/OMB-015
Water management	
Canada-US border	DOE/ECS-175
data	DOE/ECS-200
flood reduction	DOE/ECS-180
pollution programs	DOE/EPS-270
prevention of pollution/ships	DOT/MSS-250
quality of water	DOE/ECS-185
research	DOE/ECS-205
river basin planning	DOE/ECS-190
	DOE/ECS-195
supply and sanitation research	IDR/ISD-025
use of resources	DOE/ECS-210
waste control	DOE/EPS-265
Water resources	
financial policy	FIN/ERP-405
national parks	DOE/PKS-080
northern Canada	INA/NAP-255
Water transportation	
international shipping policy	CTC/WTC-220
maritime and shipping policy	CTC/WTC-225
maritime legal and economic studies	CTC/WTC-230
multimodal transport operations	CTC/WTC-240
operations	CTC/WTC-235
pilotage tariffs	CTC/WTC-210
seaway tariffs	CTC/WTC-215
statistics	STC/TRA-405
Water Transport Committee administration	CTC/WTC-190
Water use in Yukon Territory	
licence files	YTW/YTW-015
project application forms	YTW/YTW-010
register of	YTW/YTW-005
Waterfowl Crop Damage Compensation Program	DOA/SDM-365
Waters, navigable	
obstructions	DOT/MAW-170
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ADVISORY COUNCIL ON THE STATUS OF WOMEN

Chapter 1

ADVISORY COUNCIL ON THE STATUS OF WOMEN

ADVISORY COUNCIL ON THE STATUS OF WOMEN
(ASW)

PRESIDENT

VICE-PRESIDENTS

RESEARCH
(RES)

005 General Social Issues
010 Economic Situation of Women
015 Discrimination in the Workplace
020 Concerns of Women at Home
025 Justice
030 Government
035 Health Issues

ACCESS TO INFORMATION
CO-ORDINATOR
ADVISORY COUNCIL ON THE
STATUS OF WOMEN
66 SLATER STREET, 18TH FLOOR
BOX 1541, STATION B
OTTAWA, ONTARIO
K1P 5R5

ADVISORY COUNCIL ON THE STATUS OF WOMEN

Background

The Advisory Council on the Status of Women (CACSW) is composed of 30 members, appointed by the federal government, which brings before the government and the public, matters of interest and concern to women, and advises the Minister responsible for the Council on matters which the Minister may refer to the Council for its consideration, or which the Council may deem appropriate.

Historically, its roots lie in the Royal Commission on the Status of Women in Canada which was established in early 1967. The terms of reference of the Commission specified that the Council is "to ensure for women equal opportunities with men in all aspects of Canadian society." On September 28, 1970, the commissioners submitted their report which provided the government with 167 recommendations, of which 122 were within federal jurisdiction. Recommendation 166 stipulated "that a federal Status of Women Council ... be established." Accordingly, the Advisory Council on the Status of Women was established in 1973. Its members are appointed for specific terms, from all the provinces and territories. Council meetings are held at least twice a year, usually in the National Capital Region.

Overall Responsibilities

In addressing itself to the concerns of all Canadian women, the 30 members of the Council focus on the particular problems of their regions. Research and background material provide the basis for Council recommendations which are made following deliberation by members at general meetings.

Recommendations for change in legislation and other measures to improve the status of women are presented to the government through the Minister responsible for the Status of Women. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament. Council activities — briefs, speeches, responses to current events, open communication with the public — maintain an awareness of the inequalities facing women in Canadian society today.

Organization

The Advisory Council on the Status of Women is composed of a president, two vice-presidents and 27 council members from across the country. The vice-presidents are responsible for specific regions, while the president retains overall responsibility for the operations of the Council. Regional and local offices are located in Vancouver, Montréal and Winnipeg. At the central office in Ottawa, three directors have specific responsibilities for research, communications and administration and, along with their staff, support ongoing Council activities across the country.

Pensions

The CACSW clearinghouse on pensions was established in October 1981 in response to the need for Canadian women to be informed of the issues involved in the reform of Canada's pension system. The clearinghouse distributes pension information to women's groups, individuals and other interested organizations throughout Canada.

Talent Bank

The Council has on file an inventory of qualified women across the country with expertise in all fields. Its purpose is to promote women in leadership roles in all areas of Canadian society.

Major Publications

The Council has published numerous books, briefs and fact sheets since its inception in 1973 and maintains a stock on hand which is available, in most cases free of charge, to the public. The following is a sample of these publications, grouped under a number of issues of concern to women.

Women's Political Status and Action

- Play From Strength: A Canadian Woman's Guide to Initiating Poltical Action; Penney Kome, 1983
- Women and Legal Action: Precedents, Resources and Strategies for the Future; E. Atcheson, M. Eberts and B. Synes, 1984

Women and Work

- Microtechnology and Employment: Issues of Concern to Women; CACSW, 1982
- Better Day Care for Canadians: Options for Parents and Children; CACSW, 1982
- Current Issues for Women in the Federal Public Service; Julie White, 1983
- Fact Sheet: Women and Part-time Work, 1983
- Juggling a Family and a Job; CACSW, 1984

Violence Against Women

- A Brief on Wife Battering with Proposals for Federal Action; CACSW, 1982

Women and Health

- Fact Sheet: Reproductive Health Hazards at the Workplace, 1984

Other Issues

- Fact Sheet: Homemaker Pension, 1985
- Fact Sheet: Women and Sport in Canada, 1983
- As Things Stand: Ten Years of Recommendations, 1983
- Love, Marriage and Money ... An Analysis of Financial Relations Between the Spouses; Louise Dulude, 1984
- Women and Microtechnology, 1985
- Prostitution in Canada; CACSW, 1984

CACSW Publications Available from the Canadian Government Publishing Centre

- Fair Ball: Towards Sex Equality in Canadian Sport; M. Ann Hall and Dorothy A. Richardson, 1982
- Reproductive Hazards at Work: Men, Women and the Fertility Gamble; Nancy Miller Chenier, 1982
- A Working Majority: What Women Must Do For Pay; Pat and Hugh Armstrong, 1983
- Women and Part-Time Work; Julie White, 1983
- "What Will Tomorrow Bring?...": A Study of the Aspirations of Adolescent Women; Maureen Baker, 1985

Regional Contacts

For the above publications, a listing of all publications available, and general information on the Council, write or call the Advisory Council on the Status of Women at:

ADVISORY COUNCIL ON THE STATUS OF WOMEN

Ottawa

Advisory Council on the Status of Women
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Advisory Council on the Status of Women
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Winnipeg, Manitoba
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Advisory Council on the Status of Women
1055 West Georgia Street
18th Floor, Room 1800
Vancouver, British Columbia
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Telephone: (604) 666-1174

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Advisory Council on the Status of Women
66 Slater Street, 18th Floor
Box 1541, Station B
Ottawa, Canada
K1P 5R5
Telephone: (613) 992-4975

President's Office

As spokesperson for the Advisory Council on the Status of Women, the president has the mandate to bring before the government and the public, matters of interest and concern to women and to advise the Minister on such matters relating to the status of women. As chief executive officer, the president is responsible and accountable for the management of the organization and its operational activities.

The president must initiate briefs and studies, attend conferences and seminars at all levels, maintain contact with the two vice-presidents and preside over Council meetings and the executive committee. The president represents CACSW at meetings of the joint committee of federal and provincial Councils and maintains contact with business leaders and government officials at all levels.

Vice-Presidents' Offices

The two vice-presidents are called upon to advise the president on public matters of interest and concern to women and to co-ordinate the Council's activities in their respective areas of responsibility. The vice-president in Vancouver co-ordinates activities in the western provinces and the territories, while the vice-president in Montréal co-ordinates activites in Québec and the Atlantic provinces.

Research Division

This division determines priorities for research, through ongoing liaison with members and with other relevant research and policy groups inside and outside government. It initiates, oversees or performs research studies to inform members of the Council and the public, and also monitors and responds to government policy changes, presenting briefs as required.

Classes of Records

ASW/RES-005 *Formerly Identified as:* CACSW-10
General Social Issues
Description: Information on social issues of particular concern to women. *Topics:* Rights of Indian women; specific problems of immigrant women; sex stereotyping in advertising and the media; women in politics; one-parent families; women and aging; disabled women; planning resources for adolescent women.

ASW/RES-010 *Formerly Identified as:* CACSW-20
Economic Situation of Women
Description: Information on women's economic position. *Topics:* Inequities in matrimonial property laws; inclusion of women in the Canada Pension Plan; taxation; private pensions; the contribution of women to different sectors of the economy.

ASW/RES-015 *Formerly Identified as:* CACSW-30
Discrimination in the Workplace
Description: Information on obstacles to women's equal participation and advancement in the workforce. *Topics:* Application of the *Unemployment Insurance Act;* parental benefits; part-time work; re-entry into the work force; unions, occupational health hazards; sexual harassment; equal pay for work of equal value; affirmative action.

ASW/RES-020 *Formerly Identified as:* CACSW-40
Concerns of Women at Home
Description: Information on issues of particular concern to women who choose to be homemakers. *Topics:* The role of homemakers; voluntarism; shared pensions; matrimonial property laws.

ASW/RES-025 *Formerly Identified as:* CACSW-50
Justice
Description: Information on legal issues of particular concern to women. *Topics:* Battered women; sexual offences; female offenders; family court; divorce law reform; common-law relationships; prostitution; alimony and maintenance; human rights; the Constitution.

ASW/RES-030 *Formerly Identified as:* CACSW-60
Government
Description: Information on employment of women in government and appointment of women to government bodies. *Topics:* Women in the Public Service; women in the armed forces; appointments to the Senate and judiciary; appointments to boards and commissions.

ASW/RES-035 *Formerly Identified as:* CASW-70
Health Issues
Description: Information on women's health and their role in health care. *Topics:* Health services for women; women working in health care; birth planning; occupational health hazards.

DEPARTMENT OF AGRICULTURE

Chapter 2

DEPARTMENT OF AGRICULTURE

DEPARTMENT OF AGRICULTURE
(AGR)

FOOD PRODUCTION AND INSPECTION BRANCH
(FPI)

005 Pathology Services
010 Humane Treatment of Animals
015 Importation of Animals
020 Export Testing and Certification
025 Disease Control
030 Registration and Product Standards (Livestock and Poultry)
035 Grading and Monitoring
040 Poultry Testing
045 Grading Standards and Labelling (Dairy, Fruit and Vegetables)
050 Registration, Licencing and Arbitration
055 Import, Export and Interprovincial Control
060 Inspection and Monitoring
065 Scientific Analysis
070 Analytical Methodology Development
075 Inspection and Monitoring (Meat Hygiene)
080 Plant Registration
085 Standards and Labels
090 Export and Import
095 Seed Projects
100 Inspection and Enforcement
105 Seed Standards
110 Variety Evaluation and Licensing
115 Inspection, Testing and Certification
120 Standards and Specifications
125 Import and Export (Seeds)
130 Registration and Fees (Pesticides)
135 Ingredients in Pesticides
140 Inspection and Compliance
145 Feed Evaluation, Registration and Compliance
150 Fertilizer Evaluation, Registration and Compliance
155 Import Programs (Plants)
160 Export Programs (Plants)
165 Domestic Programs
170 Biological Programs
175 Program and Management Services
180 Pari-Mutuel Supervision
185 Race Surveillance
190 Surveillance Research

RESEARCH BRANCH
(RBR)

195 Land Research
200 Water and Climate Research
205 Energy Research
210 Protection
215 Food Quality and Nutrition Research
220 Animal Production Development Research
225 Crop Production Development Research
230 Biological Resources and Scientific Support Services
235 Engineering Research
240 Food Processing and Distribution Research
245 Commonwealth Agricultural Liaison
250 Biotechnology

DEPARTMENT OF AGRICULTURE

MARKETING AND ECONOMICS BRANCH (MAE)

255 Administration of Acts and Funding Programs
260 Marketing Information Service
265 Commodity Marketing
270 Food Advisory Information
275 Foreign Markets Information
280 Co-Operatives and Producer Organizations
285 Food Retailling Corporations in Canada
290 Processing
295 Distribution and Transportation
300 Preparation of Briefing Papers
305 Compilation, Analysis and Dissemination of Trade Statistics
310 Economic Research on Commodity Markets and Agricultural Market Forecasting
315 Agricultural Policy Issues
320 Market Intelligence
325 Food Policy and Research
330 Agriculture-Related Data

COMMUNICATIONS BRANCH (COM)

335 Programs
340 Operations

OFFICE OF THE SENIOR ASSISTANT DEPUTY MINISTER (SDM)

345 Producer Account Maintenance
350 Stabilization Payments and Levies
355 Crop Insurance Program
360 Relief Assistance Programs
365 Waterfowl Crop Damage Compensation Program
370 Prairie Farm Assistance
375 International Liaison
380 Industry and Non-governmental Organization Liaison
385 Civil Emergency Planning
390 International Agricultural Projects (CIDA)
395 International Agricultural Assignments
400 Technical Assistance
405 World Food Day Secretariat
410 Strategic Planning
415 Program Evaluation

REGIONAL DEVELOPMENT BRANCH (RDB)

420 Crop Production Improvement
425 New Crop Development
430 Records of Performance (Livestock)
435 Showcase Herd Maintenance
440 Sire Loan Programs
445 Fairs Program
450 4-H Programs
455 Authentication of Purebred Livestock
460 Stockyard Administration
465 Farm Improvement Loans
470 Farm Business Management
475 Feed Freight Assistance Adjustment Fund
480 Agricultural Development Analysis and Co-ordination
485 Agricultural Development Policy and Analysis
490 Economic Intelligence
495 Regional Offices — Regional Development Branch
500 Status of Womem — ADM's Office

DEPARTMENT OF AGRICULTURE

PRAIRIE FARM REHABILITATION ADMINISTRATION (PFRA) BRANCH (PFA)

505 Agricultural Service Centres Agreements Program
510 Land-Use Program — Community Pastures
515 Water Development Program
520 Engineering Services Projects
525 South Saskatchewan River Project
530 South-West Saskatchewan Irrigation Projects
535 Alberta Irrigation Rehabilitation Program
540 Assiniboine River Diking Program
545 Demonstration Farm
550 Tree Nursery Program
555 Interim Subsidiary Agreements
560 Soil Conservation Programs

AGRICULTURAL PRODUCTS BOARD (APB)

590 Agricultural Products Transaction

CANADIAN FORESTRY SERVICE (CFS)

605 International Forestry Relations
610 Forestry Initiatives and Relations
615 Identification of Problems and Opportunities
620 Assessment and Interpretation
625 Forestry Statistics and Systems
630 Public Awareness
635 Forestry Subvention Program
640 Tree Seed — Improvement Research
645 Reforestation Research
650 Genetics
655 Tree and Stand Growth Research
660 Management Systems for Production Forestry
665 Forest Fire Research
670 Insects and Disease Research
675 Forest Environment Research
680 Forest and Plant Ecology
685 Forestry Development and Communications Directorate

CANADIAN GRAIN COMMISSION (CGC)

565 Grain Inspection Operations
570 Economics and Statistics Operations
575 Grain Research
580 Weighing of Grain
585 Policy Development and Co-ordination

AGRICULTURAL STABILIZATION BOARD (ASB)

595 Commodity Price Support Programs
600 Subsidy Claims and Payments

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
AGRICULTURE CANADA
SIR JOHN CARLING BUILDING
930 CARLING AVENUE
OTTAWA, ONTARIO
K1A 0C5

DEPARTMENT OF AGRICULTURE

Background

In a country of the size and diversity of Canada, the services and programs related to agriculture are many and varied. Special needs arise from the variations in climate and soils and as a result of the federal system, which apportions responsibilities between the federal and provincial governments.

When the Department of Agriculture (Agriculture Canada) was established in 1867, the year of Confederation, it concentrated on the most urgent need at the time, which was the control of livestock diseases and the prevention of their entry into Canada. The formation of the Experimental Farms System followed in 1886 as a means of discovering the agricultural possibilities of various regions and helping farmers make the most of their resources. A Dairy Commissioner was appointed in 1890, and from that time the Department has expanded rapidly to keep pace with the growth of Canadian agriculture. Its personnel roster has grown from 27 in 1867 to about 10,000 today, and its services derive from 43 Acts of Parliament.

Today, the Department's responsibilities embrace most aspects of the agricultural industry. Agriculture Canada carries out research into the physical and economic problems of agriculture; inspects and grades farm products; and carries out programs aimed at keeping our crops and livestock safe from disease and insect pests. The Department enforces laws governing the sales of feed, fertilizers and pesticides; and assists farmers through measures such as price stabilization and crop insurance. It also provides consumer-oriented food advisory services and supervises race track betting. All Canadians, urban and rural, benefit directly or indirectly from the work of the Department.

Laws and Regulations

The Minister of Agriculture is solely responsible to Parliament for the following legislation:

- Advance Payments for Crops Act
- Agricultural Products Board Act
- Agricultural Products Co-operative Marketing Act
- Agricultural Products Marketing Act
- Agricultural Stabilization Act
- Animal Disease and Protection Act
- Canadian Dairy Commission Act
- Cheese and Cheese Factory Improvement Act
- Cold Storage Act
- Crop Insurance Act
- Department of Agriculture Act
- Experimental Farm Stations Act
- Farm Credit Act
- Farm Improvement Loans Act
- Farm Products Marketing Agencies Act
- Farm Syndicates Credit Act
- Feeds Act
- Fertilizers Act
- Foot and Mouth Disease, Control and Extirpation Act
- Fruit, Vegetables and Honey Act
- Grain Futures Act
- Hay and Straw Inspection Act
- Humane Slaughter of Food Animals Act
- Inland Water Freight Rates Act
- Livestock and Livestock Products Act
- Livestock Feed Assistance Act
- Livestock Pedigree Act
- Meat and Canned Foods Act
- Meat Inspection Act
- Milk Test Act
- Pest Control Products Act
- Pesticide Residue Compensation Act
- Plant Quarantine Act
- Prairie Farm Assistance Act
- Seeds Act
- Wheat Co-operative Marketing Act

The Minister of Agriculture shares responsibility to Parliament for the following legislation:

- Canada Agricultural Products Standards Act (Minister of Consumer and Corporate Affairs)
- Canada Dairy Products Act (Minister of Consumer and Corporate Affairs)
- Canada Grain Act (Minister of Transport)
- Inspection and Sale Act (Minister of Consumer and Corporate Affairs)
- Maple Products Industry Act (Minister of Consumer and Corporate Affairs)
- Criminal Code, Section 188 (Minister of Justice and Attorney General of Canada)
- Western Grain Stabilization Act (Minister of Transport)

Overall Responsibilities

The general objective of Agriculture Canada is to stimulate the development of the agri-food industry; to provide for a dependable and adequate supply of safe, high-quality, nutritious food for domestic and export trade at reasonable prices to consumers; and to ensure stable and equitable returns to producers and processors. Consequently, the Department is involved in grading and inspection, seed certification, regulations on pesticides and fertilizers, animal disease diagnostic and control programs, race track supervision, market development and forecasts, scientific research, international agricultural liaison and dissemination of information.

Key Contacts

General Enquiries

(613) 995-5222

Press

(613) 995-8963

Library

(613) 995-7829

Publications

(613) 995-8963

Access to Information and Privacy Co-ordinator

(613) 995-5118

Legal Counsel

(613) 995-4990

Major Publications

Publications are available from Information Services, Agriculture Canada, Ottawa, K1A 0C7.

- Policies and Programs for Agriculture — summarizes federal and

provincial policies and programs affecting agriculture (Atlantic provinces, Ontario, Québec and the Western provinces)

- Guide to Federal Agricultural Services
- Organization and Activities of Agriculture Canada
- Annual Report 1980-1981
- Free publications from Agriculture Canada
- Technical publications and information from Agriculture Canada
- List of Agriculture Canada Priced Publications

Access Procedures

Within Agriculture Canada, formal access to information and privacy requests are co-ordinated centrally through the administrative division in Ottawa. Please forward completed access request forms to

Access to Information Co-ordinator
Agriculture Canada
Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
Telephone: (613) 995-5118

Formal access procedures are not meant to discourage or replace the informal access channels that currently exist at our regional facilities. Departmental establishments, in the form of regional offices, district offices and research stations, are widely dispersed across the country. Enquiries concerning formal and informal access may be directed to the Access to Information and Privacy Co-ordinator at the above address, or may be addressed to the regional administrative offices at the following:

Québec Region

Regional Administrative Manager
Guy Favreau Complex, East Tower
200 Dorchester Blvd. West
Suite 1002-A
Montréal, Québec
H2Z 1Y3
Telephone: (514) 285-8888

Prairies Region

Regional Administrative Manager
1955 Smith Street, 4th Floor
Regina, Saskatchewan
S4P 2N8
Telephone: (306) 359-6115

Ontario Region

Regional Administrative Manager
4900 Yonge Street, Penthouse 3
Willowdale, Ontario
M2N 6B9
Telephone: (416) 226-9262

Atlantic Region

Regional Administrative Manager
P.O. Box 6088
Moncton, New Brunswick
E1C 8R2
Telephone: (506) 388-7400

Pacific Region

Regional Administrative Manager
1166 Alberni Street
Vancouver, British Columbia
V6E 3Z3
Telephone: (604) 666-6834

FOOD PRODUCTION AND INSPECTION BRANCH

Health of Animals Directorate

This directorate administers the *Animal Disease and Protection Act*. Its purpose is to maintain the country's livestock free from contagious and infectious disease by providing veterinary, regulatory and scientific services in order to increase the knowledge of animal disease, eradicate foreign animal diseases in the event of their entry into Canada, and reduce economic loss from diseases.

Manuals

- Manuals of Procedures Relating to the *Animal Disease and Protection Act* and Regulations

Food Inspection Directorate

Livestock and Poultry Products Division

The division administers the *Canadian Agricultural Products Standards Act* and the *Livestock and Livestock Products Act* to ensure national standards for chick and poult production, and poultry and red meat products through a national grading and inspection program.

Manuals

- Livestock Grading Manual — guide to beef, pork, veal, lamb and sheep and their byproducts
- Manual of Hatchery Operations — requirements for the registration and inspection of premises, construction and equipment specifications, the survey of supply flocks, and sanitary conditions
- Shell Egg Inspection Manual — detailed guidelines on the registration and inspection of egg stations, inspection of eggs, requirements for the packaging of eggs and the labelling of egg containers
- Processed Egg Inspection Manual — guidelines on the registration and inspection of processed egg stations, inspection of processed eggs (frozen, liquid or dried), packaging of processed eggs, and labelling of processed egg containers
- Processed Poultry Inspection Manual — guidelines on the registration and inspection of poultry stations and producer premises, inspection, grading, packing and marking of processed poultry

Dairy, Fruit and Vegetable Division

This division is concerned with the establishment, implementation and maintenance of standards concerning the quality, safety, wholesomeness, packaging and labelling of fresh and processed fruits and vegetables, dairy products, and certain other processed foods (honey and maple syrup).

Manuals

- Canadian Guidelines for Inspection of Dairy Plants — guidelines for items to be inspected and rated, and recommendations
- Laboratory Manual — Dairy Products — sampling and preparation of reagents and methodology for the testing of cheese, dry milk, evaporated milk and ice cream
- Grading Manual — Dairy Products — objective, purpose,

principles and procedures of the grading program; grading of butter, cheddar cheese and dry milk products

- Inspection Manual — Dairy Products — objective, scope and purpose of product inspection, sampling, detention policy and general procedures; inspection of butter, milk powders, cheeses, ice products, evaporated milk, warehouses, salmonella, containers program
- Inspection Manual — Fresh Fruit and Vegetables
- Fresh Fruit Commodity Manual
- Fresh Vegetable Commodity Manual
- Inspector's Manual — inspection details concerning fresh and processed fruit and vegetables, certification, fees, detention and release
- Commodity Manual — inspection procedures for fresh products, application of grades and standards
- Specialty Cheese Manual — description of the characteristics, composition standards, method of manufacture and labelling of the speciality cheeses made in Canada or imported in to Canada
- Licensing and Arbitration Manual — guidelines for the application for licences, the licensing of dealers, and the operation of the Board of Arbitration
- Inspectors' Handbook — Processed Products

Laboratory Services Division

This division provides analytical testing services to those divisions and agencies of Agriculture Canada engaged in the enforcement of quality-assurance legislation and regulations for foods, feeds, fertilizers, pesticides and seeds.

Manuals

- Methods of Analysis for Skim Milk Powder
- Laboratory Procedures for the Control of Egg Products
- Journals and manuals of analytical testing procedures
- Microbiological Analysis of Frozen Vegetables
- Journal of the Association of Official Analytical Chemists
- Fertilizer Laboratory Methods Manual
- Laboratory Manual for Pesticide Residue Analysis in Agricultural Products
- Methods and Procedures for Testing Seed

Meat Hygiene Division

The division administers the *Meat Inspection Act* and Regulations as well as the *Humane Slaughter of Food Animals Act* and Regulations to ensure that meat, meat products and meat byproducts are wholesome and fit for human consumption, and that the slaughter is carried out in a humane fashion.

Manuals

- Meat Hygiene Manual of Procedures — procedures for the inspection of registered meat slaughtering and processing plants, and storages; requirements for the construction and planning of slaughter-houses and meat-processing installations; list of registered meat packing establishments; list of materials, agents, compounds, paints, plant equipment acceptable for use in registered establishments, including the name and address of manufacturer and the date of acceptance of the product
- Meat Inspection Act and Regulations — regulations on the inspection of meat and meat products entering international and interprovincial trade

Plant Health and Plant Products Directorate

Seed Division

The division ensures the accurate representation of seed products in the market place and adequate supplies of good quality seed; and facilitates Canadian participation in the trade of seed and plant varieties.

Manuals

- Inspection and Trade Memoranda — contains regulations on quality control, inspection, production and use of seed
- Inspectors' Training Guide — guide to general procedures, identification of plant varieties and diseases
- Regulations and Procedures for the Production of Pedigree Seed

Pesticides Division

This division ensures the safety and merit of pest control products through evaluation, registration and compliance programs under the authority of the *Pest Control Products Act*.

Manuals

- Operating Manual — describes the procedures relating to the control of the content, registration, classification, labelling and use of pesticides
- Memoranda to Registrants and Trade Memoranda — memoranda on current regulatory activities, general trade information, terminology, ingredient changes, registration standards

Feed and Fertilizer Division

The division administers both the *Feeds Act* and Regulations and the *Fertilizer Act* and Regulations to ensure that livestock feeds and fertilizers are both safe and effective, and represented honestly in the marketplace. The division also administers the *Hay and Straw Inspection Act* and Regulations, to provide for hay inspection.

Manuals

- Inspection and Trade Memoranda — contains content and packaging standards for livestock feed and fertilizer, registration, quality control, and inspection regulations
- Feed Inspection Manual
- Fertilizer Inspection Manual

Plant Health Division

The division administers the *Plant Quarantine Act* to protect the country's agricultural and forestry industries from the introduction and spread of foreign plant pests and to ensure that Canadian agricultural and forestry products destined for export comply with the entry requirements of the importing country.

Manuals

- Plant Quarantine Directives, Act and Regulations
- Ship, Mill and Elevator Inspection Manual — bilingual vocabulary of ships, mills, and elevators

Race Track Division

This division ensures the protection of the pari-mutuel betting public associated with horse racing under Section 188 of the Criminal Code and aids in the development of a viable race track industry in Canada.

Manuals

- Race Track Supervision Regulations — deal with the supervision of

pari-mutuel betting, the possession and use of drugs at race tracks, and racing association facilities standards

- Operational Manual (Race Track Supervision) — operational guidelines for the division to aid in standardized enforcement and interpretation of policy and regulations
- Race Track Officer Training Manual — contains guidelines for race track supervision officers on the pari-mutuel betting system, race track equipment, departmental responsibilities and reporting procedures
- Office consolidation of race track supervision regulations and amendments

RESEARCH BRANCH

The mandate of the Research Branch is to provide new knowledge and improved technology to ensure the efficient production of an adequate supply of safe and nutritious food, a stable and profitable agriculture and food industry, and a judicious use of natural resources essential to Canadian agriculture. The branch also provides support to other branches, departments and agencies in activities of national concern in the agricultural and food sector, and assistance to international research programs of less developed countries.

Manuals

- Plant Virus and Antiserum Bank — describes viruses that cause damage to crops and plants
- Manual for Describing Soils in the Field — outlines the procedure for inputting soil and landform classifications data into a computer system
- Canadian Agricultural Thesaurus — contains terms for describing the work of the Research Branch, including names of bacteria, viruses, plants, names of domestic animals and chemical terminology (English and French)
- Contracting Out of Science and Technology Procedures Manual
- Data System for Soils in Canada

MARKETING AND ECONOMICS BRANCH

Market Development Directorate

Marketing Services Division

The division provides marketing expertise and information on agricultural commodities, deals with the extension of federal marketing powers to provincial marketing boards, provides funding assistance for market development projects, gives financial guarantees to co-operatives to facilitate the orderly marketing of produce, and guarantees repayment of advances to producer groups.

Food Advisory Division

The division provides information and advisory services to the government, consumers and the food service industry on food quality, nutrition, safety, buying and handling to promote the sale of Canadian agricultural products through improved consumer satisfaction.

Manuals

- Recipe Information Manual — guide for converting conventional consumer recipes to metric and for converting quantity recipes to metric (for small institutions)

Market Improvement Division

The division promotes increased use of Canadian food and agricultural products within the retail and food service industries; identifies opportunities and develops strategies to increase exports of Canadian agricultural and food products, equipment and services; and provides information and makes recommendations to improve the efficiency of co-operatives, other producer-controlled organizations and the intermediary services for exporters.

Food Processing and Distribution Division

The division helps develop and implement policies and programs designed to improve the efficiency and effectiveness of Canada's agricultural processing, transportation and distribution systems.

Market Analysis and Trade Policy Directorate

International Trade Policy Division

This division provides the primary contact between the Department and other federal departments, provincial agencies, and producer and agri-business groups on matters concerning international trade policies related to the Canadian agricultural and food system. The division's work complements the market development activities of the Market Development Directorate of the Marketing and Economics Branch. It also takes the leading role in preparing position papers on agricultural trade policy issues and represents the Department in trade policy discussions.

Commodity Markets Analysis Division

The division provides market intelligence and analysis of developments in the commodity markets for agricultural commodities (grain, oilseeds, fruits and vegetables, cattle, hogs, dairy products, eggs and poultry), develops and advises on government policy pertaining to these markets, and undertakes economic research to improve knowledge and understanding of the functioning of commodity markets.

Food Market Analysis Division

This division provides economic analysis, market intelligence and policy advice on issues related to food prices, the transportation, handling, processing, retailing and purchasing of food, and regulations affecting the food system.

Statistical Analysis Unit

The unit provides support to economists within certain branches of the Department through the collection, updating, manipulation and reporting of data related to agriculture.

Manuals

- AGSEC 5 — Guide to Data Coding Scheme — explains the classification system for agricultural source data used for the Food and Agriculture Regional Model
- Hog Stabilization Guide — guide for the collection of data on hog prices and volume, to be used by commodity analysts to predict and calculate payments under the Hog Stabilization Program

COMMUNICATIONS BRANCH

This branch disseminates agricultural and food information to farmers, agricultural advisers, agribusinesses, students and the

general public. It also advises the public about policies, programs and activities of the Department.

Manuals

- Government Communications Guide

OFFICE OF THE SENIOR ASSISTANT DEPUTY MINISTER

Farm Income Services Branch

Western Grain Stabilization Administration

The Western Grain Stabilization Administration administers the *Western Grain Stabilization Act* by collecting producer levies, making subsidy payments to producers when necessary and maintaining a record of grain producers' transactions. All records are located at the Administration Office at 303 Main Street, Winnipeg, Manitoba.

Crop Insurance Division

This division works with provinces to develop and promote sound and acceptable self-help crop insurance programs for Canadian producers in order to increase producer protection in serious crop loss situations.

Manuals

- Crop Insurance Division — Guidelines and Procedures

International Affairs Directorate

The directorate is involved in policy development and liaison with international agricultural organizations. It acquires, analyzes and disseminates international agricultural intelligence; is involved in multilateral food aid through the World Food Program; and co-ordinates foreign agricultural bilateral relations.

Overseas Projects Secretariat

The secretariat provides liaison between the Department and other organizations for the purpose of developing and co-ordinating overseas food and agricultural projects.

Strategic Planning Directorate

The directorate supports senior management of the Department in developing corporate strategies.

Program Evaluation Division

This division supports senior management of the Department in evaluating programs.

REGIONAL DEVELOPMENT BRANCH

General Production Development Directorate

Crop Production Division

The division develops and administers programs to increase crop production efficiency through crop improvement, programs to develop new crops and programs of environmental management.

Manuals

- Administrative Procedures — for determining priorities under the fund

Animal Production Division

The division develops and administers programs aimed at increasing the efficiency of production and quality of animals and of ensuring the authenticity of animal identification and records. It administers the Canadian Record of Performance for Dairy Cattle program. It also acts to increase export sales of animals and animal products.

Manuals

- Records of Performance for Dairy Cows and Goats Enrolled
- Canadian Dairy Sire Appraisal — semi-annual reports
- Canadian Cow Indexes — semi-annual reports

Development Policy Directorate

Farm Finance and Resources Division

This division is responsible for the provision of the policy analysis, advice and economic intelligence on farm finance and resources required for the design and implementation of the Department's development policies and strategies, and for the administration of the *Farm Improvement Loans Act*.

Manuals

- Guidelines for Lenders — to assist lenders in the processing of loans under the *Farm Improvement Loans Act*
- Farm Improvement Loans Administration
- Farm Improvement Loans Manual — Amendment

Inputs and Technology Analysis Division

The division supplies economic advice and intelligence to support departmental policies and programs on purchased inputs and farming technology, notably energy research, development and initiatives to facilitate energy use adjustment.

Management Services Directorate

Management Services Division

The division provides co-ordination of all financial, administrative, personnel, operational, planning, and control functions emanating from the 13 responsibility centres in the Regional Development Branch.

PRAIRIE FARM REHABILITATION ADMINISTRATION (PFRA) BRANCH

The Prairie Farm Rehabilitation Administration began in 1935. It provides ongoing programs and projects to conserve and develop the soil and water resources of Manitoba, Saskatchewan and Alberta. These activities are designed to develop and promote improved systems of farm practice, tree culture, water supply and land use that will result in greater economic security for residents of the areas. PFRA is also responsible for the administration of the Agricultural Service Centres program for the development of water supply and sewage disposal systems in selected prairie communities and the implementation aspects of the Canada-Manitoba and Canada-Saskatchewan Interim Subsidiary Agreements on Water for Regional Economic Expansion and Drought Proofing.

Manuals

- PFRA Policy and Procedure Manual
- Range Analysis Survey — Methods and Procedures
- Drafting Standards Manual

- Site Investigation — Evaluation and Design for Soil and Water Conservation Service Dams; PFRA Moose Jaw depot
- Precipitation and Evaporation Tables (1911-1981) — February 1982
- PFRA Survey Manual

CANADIAN GRAIN COMMISSION

The Canadian Grain Commission administers the *Canada Grain Act* through the recommendation and implementation of grading standards for grain, the licensing of grain elevators, the inspection and weighing of grain, the economic and statistical monitoring of grain handling and storage systems, research into the quality of cereal grains and oilseeds, and supervision of grain futures exchanges.

Manuals

- Stored Grain Pests — describes the types of insects that infest grains and methods of pest control for stored grains
- Grain Grading Handbooks for Eastern Canada and for Western Canada — describe quality criteria for the grading of grains

AGRICULTURAL PRODUCTS BOARD

The Agricultural Products Board serves to ensure a ready supply of food products for consumers, and help producers to achieve stable income through direct participation in the marketplace. The Board is empowered to buy, sell or import agricultural products, and to store, transport and process products under the provisions of the *Agricultural Products Board Act*.

AGRICULTURAL STABILIZATION BOARD

The Agricultural Stabilization Board helps the agriculture industry to realize fair returns for its labour and investment by means of price support payments for agriculture commodities under the provisions of the *Agricultural Stabilization Act*.

CANADIAN FORESTRY SERVICE

Policy, Planning and Economics Directorate

The Policy, Planning and Economics Directorate is responsible for the development of policies for forest renewal and related research and development, plus strategic and operational plans for the management of the program; for the provision of economic analyses of the forest sector and economic base information for the development of sound forestry policies and programs; for the maintenance of international relations and domestic relations with provincial governments, universities, and private sector organizations concerned with forestry; and for the promotion of sound forest industry development to encourage more efficient industrial utilization of Canada's forest resources and assist Canadian industry in identifying and capturing export market opportunities.

Research and Technical Services Directorate

The directorate administers the planning, co-ordination, evaluation and development of its programs, as well as Canadian Forestry Service research operations and technical services to ensure that a greater body of scientific and technical knowledge of the forest resource will contribute to the effective management, utilization and protection of Canada's forest resources. The directorate also provides scientific and technical advice plus financial support for research to groups and research associations, the forest industry, and other forestry related agencies to ensure maximum benefit to the Canadian public through forestry and forest land management.

Classes of Records

DOA/FPI-005 *Formerly Identified as:* AGR-10
Pathology Services
Description: Diagnostic service and research activities related to animal diseases, consultation and licensing for use of biologics, veterinary and pest control products. *Topics:* Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products.

DOA/FPI-010 *Formerly Identified as:* AGR-20
Humane Treatment of Animals
Description: Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within Canada or exported from Canada. *Topics:* Enquiries; reports; correspondence; transportation systems; stockyards; ports of entry; code of practice (poultry, veal and swine).

DOA/FPI-015 *Formerly Identified as:* AGR-30
Importation of Animals
Description: Information on the control of animal and bird imports to prevent animal disease from gaining entry into Canada. *Topics:* Veterinary inspection reports; quarantine station activity reports; Australian and European livestock importation programs; imports of game farm and zoological garden animals; imports of pets; feathers; skins, hides and wool; imports of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms).

DOA/FPI-020 *Formerly Identified as:* AGR-40
Export Testing and Certification
Description: Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. *Topics:* Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of birds; export of poultry; export of plants.

DOA/FPI-025 *Formerly Identified as:* AGR-50
Disease Control
Description: Information on the prevention, control and eradication of communicable and other diseases, and on compensation for related losses. *Topics:* Animal diseases — brucellosis, tuberculosis, salmonellosis and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; veterinary biologics. *Storage Medium:* Machine-readable records are available on brucellosis survey arranged by herd at headquarters; also on herd serum banking and rabies control.

DOA/FPI-030 *Formerly Identified as:* AGR-60
Registration and Product Standards (Livestock and Poultry)
Description: Information on standards for the processing, grading and marking of egg and poultry products, red meat, and animal products (furs, wools). *Topics:* Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; animal products (furs and wools); policy development; consultation with industry; hog fat survey; egg quality data; egg solids. *Storage Medium:* The hog fat survey, egg quality data and egg solids files are machine readable.

DOA/FPI-035 *Formerly Identified as:* AGR-70
Grading and Monitoring
Description: Information on a national program for grading red meats, animal products, poultry and poultry products, and for inspecting and registering hatcheries, egg stations, and egg processing and poultry slaughtering plants. *Topics:* Grading red meat; grading

poultry and poultry products; egg and poultry processing stations; hatcheries (registration and inspection); laboratory analysis of egg products; training and development; import and export inspection; complaints; enforcement; policy development.

DOA/FPI-040 *Formerly Identified as:* AGR-80

Poultry Testing

Description: Information on economic traits of egg production and chicken meat stocks at the central test stations. *Topics:* Egg production stocks; chicken broiler stocks; feed purchase; sale of eggs; production costs; random sample test results.

DOA/FPI-045 *Formerly Identified as:* AGR-90

Grading, Standards and Labelling (Dairy, Fruit and Vegetables)

Description: Information on grading programs, quality standards and on the design and control of labelling requirements. *Topics:* Standards — dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and volumes; studies and surveys; policy development; consultation with governmental and non-governmental organizations.

DOA/FPI-050 *Formerly Identified as:* AGR-100

Registration, Licensing and Arbitration

Description: Information on the registration of fruit and vegetable processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. *Topics:* Registration of establishments — dairies; fruit and vegetable processing plants; fresh produce warehouses; licensing of dealers and brokers; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development.

DOA/FPI-055 *Formerly Identified as:* AGR-110

Import, Export and Interprovincial Control

Description: Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit, and vegetable products. *Topics:* Export certification; compliance to import regulations; concessions — processing and packaging; consultations — associations, government agencies (foreign and domestic); statistics; complaints; policy development.

DOA/FPI-060 *Formerly Identified as:* AGR-120

Inspection and Monitoring

Description: Information on the inspection and monitoring of dairy, fruit, vegetable and certain other products; and on related establishments. *Topics:* Product inspection; establishment inspection; laboratory analysis; certificates of inspection; system auditing; consultation with governmental and non-governmental organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development.

DOA/FPI-065 *Formerly Identified as:* AGR-130

Scientific Analysis

Description: Information on analytical tests to ensure conformity with established quality-assurance standards for certain products and facilities. *Topics:* Requests for analysis; analytical reports; tests results; laboratory certification; sampling programs (quotas); provision standards; consultation with governmental and non-governmental organizations; methods of analysis; statistics. *Storage Medium:* Samples received and reported, tests outstanding, and certificates of analysis are machine readable. *Retrievability:* Files arranged either by laboratory number or by commodity, region, date and type of test. Certain files are kept in regional laboratories.

DOA/FPI-070 *Formerly Identified as:* AGR-140

Analytical Methodology Development

Description: Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the division. *Topics:* Methodology research proposals; assessment studies; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; laboratory certification verification; investigational sampling requests.

DOA/FPI-075 *Formerly Identified as:* AGR-150

Inspection and Monitoring (Meat Hygiene)

Description: Information on the inspection and monitoring of food animals, meat, meat products and byproducts, and plant sanitation. *Topics:* Testing — toxicity, residues, contaminants; disease monitoring; complaint investigation; transport sanitation; inspection auditing; surveys; national and regional inspection — slaughterhouses, storage and processing facilities; stamping devices; policy development. *Storage Medium:* Files of statistics on weekly and monthly poultry kills, disease condemnations and establishment review are machine readable.

DOA/FPI-080 *Formerly Identified as:* AGR-160

Plant Registration

Description: Information on the registration of slaughtering and processing plants. *Topics:* Construction specifications; equipment; use of non-food materials and agents; storage facilities; policy development.

DOA/FPI-085 *Formerly Identified as:* AGR-170

Standards and Labels

Description: Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of meat, meat products and byproducts. *Topics:* Label review on microfilm; approved Canadian and foreign labels (machine-readable list); packaging; food standards — formulas and preparation; additives; policy development.

DOA/FPI-090 *Formerly Identified as:* AGR-180

Export and Import

Description: Information on the certification of Canadian meat products for export to comply with the requirements of foreign countries and on compliance of imported meat, meat products and byproducts with Canadian standards. *Topics:* Export certification; foreign requirement review; veterinary audit and registered Canadian facilities; statistics; policy development. *Storage Medium:* List of all approved products for import and export, and statistics on the import and export of meat are machine readable.

DOA/FPI-095 *Formerly Identified as:* AGR-190

Seed Projects

Description: Information on the characteristics of seed varieties, foreign and domestic movement of seed, and availability of adequate supplies. *Topics:* Seed varieties; importation of seeds; exportation of seeds; statistics; contract multiplication; international liaison. *Storage Medium:* Seed inventory and seed sealing are machine readable.

DOA/FPI-100 *Formerly Identified as:* AGR-200

Inspection and Enforcement

Description: Information on the inspection and enforcement of standards governing seed quality. *Topics:* Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing.

DOA/FPI-105 *Formerly Identified as:* AGR-210
Seed Standards
Description: Information on the development of new or amended seed quality standards; packaging and labelling.

DOA/FPI-110 *Formerly Identified as:* AGR-220
Variety Evaluation and Licensing
Description: Information on the evaluation of new varieties of seeds for the purpose of licensing. *Topics:* Licensing of seeds; list of licensed varieties (machine readable); unlicensed varieties.

DOA/FPI-115 *Formerly Identified as:* AGR-280
Inspection, Testing and Certification
Description: Information on the inspection and testing of seed potatoes, and certification for domestic markets. *Topics:* Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal- provincial consultations.

DOA/FPI-120 *Formerly Identified as:* AGR-290
Standards and Specifications
Description: Information on guidelines, specifications and standards on seed potatoes. *Topics:* Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development.

DOA/FPI-125 *Formerly Identified as:* AGR-300
Import and Export (Seeds)
Description: Information on the control of imports, export certification, and facilitation of seed potato trade. *Topics:* Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs.

DOA/FPI-130 *Formerly Identified as:* AGR-230
Registration and Fees (Pesticides)
Description: Information on the registration of pesticides under the *Pest Control Products Act*. *Topics:* Application for registration; specification forms; product labels; ingredient authorizations; registrant correspondence. *Retrievability:* Files arranged by registrant code and registration number.

DOA/FPI-135 *Formerly Identified as:* AGR-240
Ingredients in Pesticides
Description: Information on the evaluation of pesticides to determine whether they will perform as claimed and on safe conditions for their use. *Topics:* Product chemistry; toxicology; metabolism; residues; environmental chemistry and toxicology. *Retrievability:* Files arranged by ingredient code.

DOA/FPI-140 *Formerly Identified as:* AGR-250
Inspection and Compliance
Description: Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. *Topics:* Monitoring; investigation; enforcement.

DOA/FPI-145 *Formerly Identified as:* AGR-260
Feed Evaluation, Registration and Compliance
Description: Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. *Topics:* Evaluation of feed; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection; feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading. *Storage Medium:* Feed database of registered products and listing of analytical results of feed samples are machine readable.

DOA/FPI-150 *Formerly Identified as:* AGR-270
Fertilizer Evaluation, Registration and Compliance
Description: Information on pre-sale evaluation and registration of fertilizer and on inspection of fertilizer products to ensure compliance with regulatory requirements. *Topics:* Evaluating fertilizer; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection and grading; toxicity residues and diseases; violations. *Storage Medium:* Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products are machine readable.

DOA/FPI-155 *Formerly Identified as:* AGR-310
Import Program (Plants)
Description: Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. *Topics:* Import permits, port inspection statistics, commercial; port inspection statistics, non-commercial; quarantine and decontamination; importation of agricultural and forest products. *Storage Medium:* Airport inspection file is machine readable.

DOA/FPI-160 *Formerly Identified as:* AGR-320
Export Programs (Plants)
Description: Information on the planning and maintenance of a national program to ensure the acceptance of Canadian agricultural and forestry products on export markets by being free of plant pests and by meeting standards of importing countries. *Topics:* Export agricultural and forestry products; ship, mill and elevator sanitation inspection; plant quarantine importation requirements of foreign countries; phytosanitary export certification; decontamination and quarantine.

DOA/FPI-165 *Formerly Identified as:* AGR-330
Domestic Programs
Description: Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada and to survey for and control quarantine pests known to occur in Canada. *Topics:* Pest distribution (publications); decontamination and fumigation; pesticide application; interprovincial shipments.

DOA/FPI-170 *Formerly Identified as:* AGR-340
Biological Programs
Description: Information on the identification of pests and on analysis of pest risk. *Topics:* Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk.

DOA/FPI-175 *Formerly Identified as:* NO REFERENCE
Program and Management Services (New)
Description: Information on the development and implementation of plant health programs in the areas of Human Resources Development (including Manual Development). *Topics:* Compensation, public awareness, consultation with client agencies, operational planning, program audit and control, and computer systems development.

DOA/FPI-180 *Formerly Identified as:* AGR-350
Pari-Mutuel Supervision
Description: Information on the regulation and supervision of pari-mutuel betting on horse races. *Topics:* Daily pari-mutuel betting activities; pool distribution; investigation reports into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security of bets and betting data; federal levy on wagering. *Retrievability:* Files arranged by racing event and date.

DOA/FPI-185 *Formerly Identified as:* AGR-360
Race Surveillance
Description: Information on the surveillance of horse races. *Topics:* Daily supervision reports; photo finish service; race patrol service; drug control service; test inspectors' personal records. *Storage Media:* Film, videotapes and photographic print. *Retrievability:* Files arranged by racing event and date.

DOA/FPI-190 *Formerly Identified as:* AGR-370
Surveillance Research
Description: Information on all aspects of research into race track surveillance. *Topics:* Diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. *Storage Media:* Film, videotapes and photographic prints. *Retrievability:* Files arranged by drug study.

DOA/RBR-195 *Formerly Identified as:* AGR-380
Land Research
Description: Information on the maintenance, availability and better utilization of agricultural land to meet current and future agricultural and food production needs. *Topics:* Soil management and conservation (erosion problems, tillage, fertilizer use); soil composition (organic matter, mineral content, chemical analysis); soil mapping; land inventory (classification, surveys, mapping); soil and land evaluation. *Storage Medium:* Soil mapping is machine readable.

DOA/RBR-200 *Formerly Identified as:* AGR-390
Water and Climate Research
Description: Information on the use of water resources and the effects of weather and climate on agricultural production. *Topics:* Irrigation, drainage, desalination, conservation; winter survival of crops, meteorological and climatic indices; crop development models (yield prediction through use of climatic indices); atmospheric carbon dioxide; meteorological records and data. *Storage Medium:* File on desalination, and meteorological records are machine readable.

DOA/RBR-205 *Formerly Identified as:* AGR-400
Energy Research
Description: Information on the conservation, production, and efficient utilization of energy throughout the food production system. *Topics:* Production — alternate sources, alcohol production, fuel substitutes, converting farm waste and residues into energy, and solar energy; conservation — analysis of energy use, equipment and equipment management, production practices, buildings and storages, greenhouses and insulation; utilization — farm and community energy use.

DOA/RBR-210 *Formerly Identified as:* AGR-410
Protection
Description: Information on the protection of animals and crops from diseases, insects and weeds, and on minimizing environmental degradation from agricultural practices. *Topics:* Plant disease organisms, insect pests, weed ecology, pesticides, chemical and biological control, integrated pest management, pollution studies — residues from animal and crop production, toxicology, environmental quality; waste management; pesticide management; plant nutrient studies.

DOA/RBR-215 *Formerly Identified as:* AGR-420
Food Quality and Nutrition Research
Description: Information on the safety, quality and nutritive value of edible agricultural products. *Topics:* Food safety — toxicants and contaminants; food quality — food composition, nutrient availability, nutrition, monitoring and formulating food products.

DOA/RBR-220 *Formerly Identified as:* AGR-440
Animal Production Development Research
Description: Information on the efficiency of production and the quality of animals in support of market development. *Topics:* Beef, dairy, swine, poultry, sheep, certain other animals, and honey bees; breeding; nutrition; management practices; physiology; feeding; protection; reproduction; behaviour; carcass grading.

DOA/RBR-225 *Formerly Identified as:* AGR-450
Crop Production Development Research
Description: Information on the efficiency of production and quality of crops in support of market development. *Topics:* Wheat and other cereals; oilseed crops; forage crops; horticultural crops; field crops; breeding; physiology; management practices; protection.

DOA/RBR-230 *Formerly Identified as:* AGR-460
Biological Resources and Scientific Support Services
Description: Information on the quantity, quality and location of Canada's biological resources, and on the scientific support services for research programs. *Topics:* Identification, classification and collections of vascular plants, insects, arachnids, nematodes, fungi and bacteria; plant gene collections; analytical chemistry; instrumentation, equipment and statistical design, analysis and interpretation.

DOA/RBR-235 *Formerly Identified as:* AGR-470
Engineering Research
Description: Information on engineering technology developed and adopted for the efficient production, storage, processing and distribution of agricultural products. *Topics:* Farm building design and research; structural design; agricultural mechanization research and development. *Storage Medium:* Structural design on microfilm.

DOA/RBR-240 *Formerly Identified as:* AGR-480
Food Processing and Distribution Research
Description: Information on increasing efficiency in the processing and distribution sectors through technological innovation and product improvement. *Topics:* Food processing (technological innovation, equipment and utilization); the development of new food products and ingredients; storage (physiology and storage conditions) data on meat quality evaluations. *Storage Medium:* Storage data on meat quality evaluations are machine readable.

DOA/RBR-245 *Formerly Identified as:* AGR-490
Commonwealth Agricultural Liaison
Description: Information on liaison with the Commonwealth Agricultural Bureaux and the Commonwealth Science Council. *Topics:* Information Service — agricultural scientific information, journals and book reviews; identification service — identification of pests and plant diseases; and biocontrol services — pest evaluation, survey and review services related to the introduction of biological control agents.

DOA/RBR-250 *Formerly Identified as:* NO REFERENCE
Biotechnology (New)
Description: Information on the assessment, development and utilization of basic and emerging technologies in support of agricultural research. *Topics:* DNA recombinant technology, tissue culture, protoplast fusion, single-cell protein production, nitrogen fixation and cytogenetics.

DOA/MAE-255 *Formerly Identified as:* AGR-500
Administration of Acts and Funding Programs
Description: Information on provincial marketing board powers, loan guarantees, market development assistance projects and advance crop payments. *Topics:* Application for financial assistance (marketing boards, producer organizations, co-operatives); establishing commodity values; auditing; engineering check of storage specifications and plans; ***Agricultural Products Marketing Act;***

Agricultural Products Co-operative Marketing Act, Financial Assistance Program for the construction of storage space for fruit and vegetables; Canadian Agricultural Market Development Initiatives; *Advance Payments for Crops Act*.

DOA/MAE-260 *Formerly Identified as:* AGR-510
Market Information Service
Description: The quality, quantity, price, inventories, sale and movement of products. *Storage Medium:* Machine-readable files.

DOA/MAE-265 *Formerly Identified as:* AGR-520
Commodity Marketing
Description: Information on marketing advice to government departments and the agri-food industry. *Topics:* Communication with industry organizations and government departments; commodity marketing — reports, statistics, enquiries, policy; marketing advice.

DOA/MAE-270 *Formerly Identified as:* AGR-530
Food Advisory Information
Description: Information or advice to government departments, consumers and the food service industry on the promotion, nutrition, buying and handling of food. *Topics:* Consumer enquiries; energy conservation in food preparation; food preparation (home and industry); surveys and projects; buying and handling; nutrition.

DOA/MAE-275 *Formerly Identified as:* AGR-550
Foreign Markets Information
Description: Information on the export of agricultural and food products, equipment and services. *Topics:* Commercial missions abroad; trade shows and exhibits; Canadian agricultural products; services to exporters; marketing research; country marketing environment reports; export marketing organizations; agricultural trade information program. *Retrievability:* Files arranged by product, country and number. *Storage Medium:* Agricultural trade information program on machine readable tapes.

DOA/MAE-280 *Formerly Identified as:* AGR-560
Co-operatives and Producer Organizations
Description: Information on co-operatives and marketing boards. *Topics:* Briefings of government organizations; statistics (organization structure, trade, exports, financial); co-operatives; marketing boards. *Retrievability:* Files arranged by organization, commodity, province and number.

DOA/MAE-285 *Formerly Identified as:* AGR-570
Food Retailing Corporations in Canada
Description: Information on food retailing corporations in Canada to improve markets for Canadian food products. *Topics:* Organizational structure; statistical profiles; marketing techniques; gross sales; number of outlets; subsidiary corporations.

DOA/MAE-290 *Formerly Identified as:* AGR-580
Processing
Description: Information on the processing of Canadian food and agricultural commodities. *Topics:* Import replacement (by Canadian products); energy use; facilities; technological development.

DOA/MAE-295 *Formerly Identified as:* AGR-590
Distribution and Transportation
Description: Information on the distribution and transportation of Canadian food and agricultural commodities. *Topics:* Transportation problems — air, truck, rail, ship; containers for transportation purposes (availability and suitability).

DOA/MAE-300 *Formerly Identified as:* AGR-600
Preparation of Briefing Papers
Description: Briefing papers on various agriculture-related trade policy questions for use by the Minister and senior officials of the Department. *Topics:* Import quotas; tariff changes; bilateral trade agreement negotiations; relations with less developed countries; food security; food reserves; other trade-related topics.

DOA/MAE-305 *Formerly Identified as:* AGR-610
Compilation, Analysis and Dissemination of Trade Statistics
Description: Agricultural trade statistics derived from original data published by Statistics Canada. *Topics:* Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics. *Storage Medium:* Trade statistics are machine readable and available on microfiche.

DOA/MAE-310 *Formerly Identified as:* AGR-620
Economic Research on Commodity Markets and Agricultural Market Forecasting
Description: Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada and on the analysis of factors influencing the behaviour of markets for these commodities. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crop. *Storage Medium:* Statistics on commodity prices, marketings, stocks, imports, exports, production and disposition are machine readable.

DOA/MAE-315 *Formerly Identified as:* AGR-630
Agricultural Policy Issues
Description: Information on economic factors related to the supply, demand and pricing of agricultural commodities and on the development and analysis of economic policy alternatives for the government. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grain and feed land policy development.

DOA/MAE-320 *Formerly Identified as:* AGR-640
Market Intelligence
Description: Market analyses on the purchasing, processing and distribution of food. *Topics:* Food prices; food expenditures (consumer spending); processing and retailing. *Storage Medium:* Food prices, pricing forecast model and food consumption are machine readable.

DOA/MAE-325 *Formerly Identified as:* AGR-650
Food Policy and Research
Description: Economic studies and policy advice on food markets. *Topics:* Food prices; processing and retailing, transportation and handling; food demand and consumption; foreign ownership; regulations.

DOA/MAE-330 *Formerly Identified as:* AGR-660
Agriculture-Related Data
Description: Economic data related to agriculture. *Topics:* Market commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Food and Agriculture Regional Model and the hog, slaughter cattle and cow/calf stabilization models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. *Retrievability:* Files arranged by AGSEC code or commodity (marketing and trade coding system).

DOA/COM-335 *Formerly Identified as:* AGR-940
Programs
Description: Information on the Department's work disseminated through the press, radio, television, films, exhibits and displays and on agriculture-related information provided to the public upon request. *Topics:* News media services; radio tapes; short films and television; photography; exhibits and displays; public relations. *Storage Media:* Radio tapes, films and photographs.

DOA/COM-340 *Formerly Identified as:* AGR-950
Operations
Description: Departmental publications (books, brochures, pamphlets) and periodicals; materials to provide guidance and assistance to regional information officers; *Topics:* Books, brochures, pamphlets, periodicals, graphic designs.

DOA/SDM-345 *Formerly Identified as:* AGR-960
Producer Account Maintenance
Description: Information on transactions between grain buyers and producers under the provisions of the *Western Grain Stabilization Act*. *Topics:* Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; kind of grain. *Retrievability:* Files arranged by Canadian Wheat Board permit number.

DOA/SDM-350 *Formerly Identified as:* AGR-970
Stabilization Payments and Levies
Description: Information on stabilization payments to grain producers and levies on grain sold. *Retrievability:* Files arranged by Canadian Wheat Board permit number.

DOA/SDM-355 *Formerly Identified as:* AGR-980
Crop Insurance Program
Description: Information on federal assistance to provincially operated crop insurance programs that provide producers with income stability against specific crop loss risks. *Topics:* Federal-provincial agreements under the *Crop Insurance Act;* federal contributions to the provinces; annual report for the Minister under the *Crop Insurance Act;* provincial crop insurance program proposals, statistical reports, crop insurance annual reports and crop condition reports; audit reports; foreign crop insurance information.

DOA/SDM-360 *Formerly Identified as:* AGR-990
Relief Assistance Programs
Description: Information on crop loss assistance programs that cover emergency situations not provided for under ongoing crop insurance programs. *Topics:* Federal-provincial agreements; crop loss assistance program details; federal contributions to programs; soil moisture and crop condition reports; audit reports.

DOA/SDM-365 *Formerly Identified as:* AGR-1000
Waterfowl Crop Damage Compensation Program
Description: Information on compensation for individual producers in Manitoba, Saskatchewan and Alberta who have suffered serious waterfowl crop loss damage. *Topics:* Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program studies; waterfowl crop damage compensation policies; program audit reports.

DOA/SDM-370 *Formerly Identified as:* AGR-1010
Prairie Farm Assistance
Description: Information on assistance to farmers in the western wheat area in the event of a district crop failure. *Topics: Prairie Farm Assistance Act,* 1939; claims and payments; program phase-out 1973-74; repeal of the Act, 1979; annual reports. *Special Access Note:* Operational records now stored at Public Archives in Winnipeg; administrative and policy records stored at headquarters.

DOA/SDM-375 *Formerly Identified as:* AGR-790
International Liaison
Description: Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. *Topics:* Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); OECD Committee for Agriculture; Memoranda of Understanding on Agricultural Co-operation; foreign visits; agricultural missions.

DOA/SDM-380 *Formerly Identified as:* AGR-880
Industry and Non-governmental Organization Liaison
Description: Identification of and profiles on major national and international non-governmental organizations (NGOs); liaison with major NGOs; establishing contacts and attending meetings with representatives of these NGOs. *Topics:* Provincial, national and international NGOs; conferences and meetings; government liaison — NGOs.

DOA/SDM-385 *Formerly Identified as:* AGR-900
Civil Emergency Planning
Description: Information on preparedness plans to ensure adequate inspection and regulation of agricultural products and services in the event of a national emergency. *Topics:* Liaison in emergency planning matters with Privy Council Office and Emergency Planning Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture and NATO; orientation training in Agricultural Emergency Planning.

DOA/SDM-390 *Formerly Identified as:* AGR-800
International Agricultural Projects (CIDA)
Description: Information on certain food and agricultural projects in developing countries in conjunction with the programs of the Canadian International Development Agency (CIDA). *Topics:* Project descriptions; reports; administration guidelines.

DOA/SDM-395 *Formerly Identified as:* AGR-810
International Agricultural Assignments
Description: Information on the staffing of overseas agricultural projects carried out by Agriculture Canada, CIDA and various international agencies. *Topics:* International agency job vacancy notices (Food and Agriculture Organization, WEP, OECD, etc.); roster of individuals interested in international assignments; international vacancy notices — CIDA projects.

DOA/SDM-400 *Formerly Identified as:* AGR-820
Technical Assistance
Description: Information on departmental policy in reference to technical assistance abroad in the agricultural sector. *Topics:* Technical assistance; international agricultural issues (e.g., North-South dialogue); industrial co-operation.

DOA/SDM-405 *Formerly Identified as:* AGR-910
World Food Day Secretariat
Description: Information on the co-ordination of Canada's observance of World Food Day, including participation from the provinces and other federal departments as well as other organizations concerned to ensure secure food supplies for food-deficient countries. *Topics:* Meetings — National World Food Day Steering Committee, World Food Day Co-ordinating Committee and Information Working Groups; World Food Day poster, logo, theme initiatives.

DOA/SDM-410 *Formerly Identified as:* AGR-930
Strategic Planning
Description: Information on strategic issues and challenges facing the agri-food system and the Department.

DOA/SDM-415 *Formerly Identified as:* AGR-920
Program Evaluation
Description: Information on the evaluation of departmental programs. *Topics.* Description and objective; analysis of effectiveness.

DOA/RDB-420 *Formerly Identified as:* AGR-670
Crop Production Improvement
Description: Information on the improvement of crop production efficiency and quality of crops. *Topics:* Program planning; weather and climate studies; federal-provincial programs; development assistance programs; crop production planning and programs; weed and pest control (e.g., wild oats); production constraint identification;

advisory services — liaison with governmental and non-governmental organizations; land and water resources studies; cost of production studies.

DOA/RDB-425 *Formerly Identified as:* AGR-680
New Crop Development
Description: Information on the development and adaptation of new crop varieties and production practices. *Topics:* Evaluation of new varieties; economic and physical feasibility; field trials and demonstrations; financial assistance to project sponsors (e.g., administration of New Crop Development Fund).

DOA/RDB-430 *Formerly Identified as:* AGR-690
Records of Performance (Livestock)
Description: Information on recording and evaluation systems to promote production, efficiency and quality. *Topics:* Breeders; genetic improvement; dairy production; livestock growth rate, reproductive performance.

DOA/RDB-435 *Formerly Identified as:* AGR-700
Showcase Herd Maintenance
Description: Information on a showcase herd of beef and dairy cattle, sheep and swine maintained to demonstrate to the Canadian public and potential foreign livestock buyers and visitors the quality and genetic potential of Canadian livestock. *Topics:* Production tested under the National Record of Performance Programs and type-classification for dairy and beef cattle; technical information for promotional purposes for all livestock species; foreign exhibition promotional program for livestock.

DOA/RDB-440 *Formerly Identified as:* AGR-710
Sire Loan Programs
Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the loan of superior sires. *Topics:* Procurement of sires; loan arrangements; guidance and advice — breeding, feeding and management of livestock, progress evaluation; breeder associations.

DOA/RDB-445 *Formerly Identified as:* AGR-720
Fairs Program
Description: Information on the promotion, improvement and identification of genetically superior breeding stock. *Topics:* Financial and professional support; livestock classification.

DOA/RDB-450 *Formerly Identified as:* AGR-730
4-H Programs
Description: Information on financial and professional support for the development of Canadian youth interest in agriculture through 4-H clubs. *Topics:* Shared-cost agreements; grants; public relations; club program monitoring.

DOA/RDB-455 *Formerly Identified as:* AGR-740
Authentication of Purebred Livestock
Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the authentication of purebred livestock. *Topics:* Livestock registration authentication; livestock associations; *Livestock Pedigree Act*.

DOA/RDB-460 *Formerly Identified as:* AGR-750
Stockyard Administration
Description: Information on efforts to ensure that users of designated stockyards receive or pay a price that reflects the demand for the class of livestock traded on any given day. *Topics:* Stockyard registrations; shippers, trust accounts; *Livestock and Livestock Products Act;* supervision of auction marts; consultation with industry; buyers and sellers; Dealer's Bonds.

DOA/RDB-465 *Formerly Identified as:* AGR-760
Farm Improvement Loans
Description: Information on the administration of the *Farm Improvement Loans Act* to assist in meeting the credit needs of Canadian farmers. *Topics:* Loan program management — reports, claims, remittances; guidelines; policy; borrower default analysis. *Retrievability:* Reports of loans made are filed by borrower and lending period. *Storage Medium:* Reports are machine readable.

DOA/RDB-470 *Formerly Identified as:* AGR-770
Farm Business Management
Description: Information on advice and expertise to improve farm business practices and production management. *Topics:* Project identification and evaluation; production cost data; managerial and financial systems; information catalogues; technology transfer programs; production management.

DOA/RDB-475 *Formerly Identified as:* AGR-780
Feed Freight Assistance Adjustment Fund
Description: Information on the Feed Freight Assistance Adjustment Funds in Ontario, Quebec and British Columbia. *Topics:* Contracts; claims; project monitoring — control and evaluation.

DOA/RDB-480 *Formerly Identified as:* AGR-840
Agricultural Development Analysis and Co-ordination
Description: Information on a coherent national framework for agricultural development with specific reference to market orientation, research projects, and technology transfer. *Topics:* Provincial reviews (agricultural profiles); research program evaluation; transfer of technology; market development; economic and social statistics; Agricultural Development Subsidiary Agreements; program and project assessments. *Retrievability:* Files arranged by subject, program and year.

DOA/RDB-485 *Formerly Identified as:* AGR-850
Agricultural Development Policy and Analysis
Description: Policy-oriented analyses of agricultural development issues. *Topics:* Farm costs and incomes; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land-use policy; farm credit policy; agricultural taxation.

DOA/RDB-490 *Formerly Identified as:* AGR-860
Economic Intelligence
Description: Economic intelligence on agricultural production and inputs. *Topics:* Farm input prices; farm costs and incomes.

DOA/RDB-495 *Formerly Identified as:* AGR-870
Regional Offices — Regional Development Branch
Description: Information on federal-provincial ministerial and deputy ministerial conferences, preparation of briefing books for these conferences; and reports and briefs on agricultural issues of concern in the provinces. *Topics:* Provincial policy, programs and issues; liaison activities, including conferences; subagreements.

DOA/RDB-500 *Formerly Identified as:* AGR-890
Status of Women — Assistant Deputy Minister's Office
Description: Information on status of women activities related to agriculture (rural and agricultural) in Canada and abroad. *Topics:* Government policy; National Plan of Action; world programs; convention on the elimination of all forms of discrimination; rural issues; conferences, workshops and liaison activities.

DOA/PFA-505 *Formerly Identified as:* AGR-1020
Agricultural Service Centres Agreements (ASCA) Program
Description: Information relating to the provision of financial and technical assistance for the construction of municipal water and sewer facilities in designated communities in the prairie provinces. *Topics:* Policy; agreements; financial planning; implementation committee; loan amortization reports; individual project files; individual service,

supply and construction contract file related to each individual project file.

DOA/PFA-510 *Formerly Identified as:* AGR-1030
Land-Use Program — Community Pastures
Description: Information relating to the operation and administration of PFRA community pastures, the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. *Topics:* Pasture agreements; agreements; community pastures on Indian reserves and in the Northwest Territories; cattle brands; pasture breeding services; wildlife control; control of pests by the application of pesticides and herbicides; animal health; land purchase program; pasture improvements; ecology and preservation of grasslands; land development program; dugout excavation and dugout enlargement; grazing applications and allotment notices; individual service, supply and construction contract files related to each individual project file.

DOA/PFA-515 *Formerly Identified as:* AGR-1040
Water Development Program
Description: Information relating to the provision of financial and technical assistance to individuals and communities for the development of water and land resources; the establishment of on-farm and community water supplies, including dugouts, stockwatering dams and irrigation schemes as well as farm wells; and the provision and distribution of tree seedlings and cuttings to farmers and government agencies. *Topics:* Community Wells Program, agreements; dugouts and small dams; irrigation; submissions for community projects; farm well program; individual project files; applications for water development grants.

DOA/PFA-520 *Formerly Identified as:* AGR-1050
Engineering Services Projects
Description: Information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the prairie provinces; and the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. *Topics:* Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file.

DOA/PFA-525 *Formerly Identified as:* AGR-1060
South Saskatchewan River Project
Description: Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. *Topics:* Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features.

DOA/PFA-530 *Formerly Identified as:* AGR-1070
South-West Saskatchewan Irrigation Projects
Description: Information on the construction of twenty-seven water storage reservoir and six irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush Lake, Val Marie and West Val Marie. *Topics:* Assignments and agreements for sale of land; letters patent; drainage; leases; application for land; spring runoff records; land levelling; letters to debtors; individual project files; individual construction contract files related to the project files.

DOA/PFA-535 *Formerly Identified as:* AGR-1080
Alberta Irrigation Rehabilitation Program
Description: Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. *Topics:* Implementation Board; agreements; finance; drainage; irrigable areas; land; individual project files; individual service, supply and construction contracts related to each individual project file.

DOA/PFA-540 *Formerly Identified as:* AGR-1090
Assiniboine River Diking Program
Description: Information relating to the construction of a system consisting of about 160 km of dikes to control flooding along the Assiniboine River between Portage la Prairie and Winnipeg and the operation and maintenance of these dikes. *Topics:* Advisory Board agendas and minutes of meetings; Property and Land Committee of the Advisory Board; Saskatchewan Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; land; individual service, supply and construction contract files.

DOA/PFA-545 *Formerly Identified as:* AGR-1100
Demonstration Farm
Description: Information relating to the operation of the Demonstration Farm at Outlook, Saskatchewan, which is a focal point within the South Saskatchewan River Irrigation Project and where management techniques can be evaluated for a wide range of new and established crops. It provides specialized information to the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. *Topics:* Vegetable Project Committee; reports on various crops; land.

DOA/PFA-550 *Formerly Identified as:* AGR-1110
Tree Nursery Program
Description: Information relating to the operation of the Tree Nursery at Indian Head, Saskatchewan, established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the prairie provinces. *Topics:* Water supply; roads and utilities; irrigation; buildings; landscaping; domestic water agreement with the Town of Indian Heads Land; shelterbelts; tree distribution policy.

DOA/PFA-555 *Formerly Identified as:* AGR-1120
Interim Subsidiary Agreements (ISA)
Description: Information relating to the provision of financial and technical assistance for drought proofing and sensitivity studies, investigation and implementation of water supply projects, and flood damage reduction studies in Manitoba and Saskatchewan. *Topics:* Policy; agreements; finance; boards and committees; individual project files; individual service, supply and construction contract files related to each individual project.

DOA/PFA-560 *Formerly Identified as:* AGR-1130
Soil Conservation Programs
Description: Information relating to the analyses and discussions of land degradation issues on the Canadian prairies, together with activities established to deal with such problems at the farm level. *Topics:* Pilot project reports; soil conservation committees; Dryland Salinity Control Association; individual project files; letters to government agencies and farm organizations; conservation workshops.

DOA/CGC-565 *Formerly Identified as:* CGC-10
Grain Inspection Operations
Description: Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or submitted by members of the grain industry under the *Canada Grain Act* or Canada Grain Regulations. *Topics:* Grades of samples submitted; grades of terminal elevator receipts; special treatment of grain in terminal elevators; elevator inspections and infestation control; grain shipments from terminal and transfer elevators; primary and export standard samples; reinspections. *Special Access Note:* The files are located in Winnipeg and in district offices.

DOA/CGC-570 *Formerly Identified as:* CGC-20
Economics and Statistics Operations
Description: Economic and statistical information on grain handling and storage, the auditing of elevator operations, and the control of licensing and insuring of elevators under the *Canada Grain Act*. *Topics:* Grain handling and storage statistics for licensed elevators; audits of operations of terminal and transfer elevators; licensing of elevators, insurance and guarantee bond; grain inspected and weighed at terminal elevators; individual grain transactions at terminal elevators; prices received by western producers; policy analysis and recommendations. *Special Access Note:* Records are located in Winnipeg.

DOA/CGC-575 *Formerly Identified as:* CGC-30
Grain Research
Description: Information on the quality of cereal grains and oilseeds. *Topics:* Enquiries, consultations, advice and reports; quality assessment of new crops; grain cargo composite monitoring; evaluation of new varieties; protein testing; scientific testing of cereals and oilseeds; research in cereal and oilseed chemistry; moisture meter standardization; evaluation and development of new testing methods. *Special Access Note:* Records are located at the Winnipeg office.

DOA/CGC-580 *Formerly Identified as:* CGC-40
Weighing of Grain
Description: Information on the supervision of grain weighing at terminal and transfer elevators to ensure adherence to the provisions of the *Canada Grain Act* and Regulations. *Topics:* Weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigation of complaints related to weight; weighing facilities — planning and control. *Special Access Note:* Records are located at Winnipeg and at district offices.

DOA/CGC-585 *Formerly Identified as:* CGC-50
Policy Development and Co-ordination
Description: Information on the administration of the *Canada Grain Act* and the *Grain Futures Act;* issuing of regulations and orders; advising the Minister on matters relating to grain handling; collection of revenues; and co-ordination of functions of all divisions within the Canadian Grain Commission. *Topics:* Operations audit of grain handling in Canada; *Canada Grain Act* and Regulations; *Grain Futures Act* and Regulations; Canadian Grain Commission orders and directives to the grain trade; collection of revenue; financial statement; supervision of grain futures trading; Grain Appeal Tribunal; Canadian government elevators (privatized 1979-81). *Storage Medium:* Financial statement is machine readable. *Special Access Note:* Records located in Winnipeg; operations audit at regional offices; and Canadian Government Elevator files at Public Archives.

DOA/APB-590 *Formerly Identified as:* APB-10
Agricultural Products Transaction
Description: Information on agricultural product transactions under the provisions of the *Agricultural Products Board Act*. *Topics:* Purchase and sale agreements; processing, storage and transportation of agricultural products; foreign assistance programs. *Retrievability:* Files arranged by commodity, year and procedure.

DOA/ASB-595 *Formerly Identified as:* ASB-10
Commodity Price Support Programs
Description: Information on support prices for agricultural products under the provisions of the *Agricultural Stabilization Act* and details of payment programs. *Topics:* Support price (related data, correspondence, reports, producer costs, market return statistics); payment program (deficiency payments, eligibility criteria).

DOA/ASB-600 *Formerly Identified as:* ASB-20
Subsidy Claims and Payments
Description: Information on claims for subsidies from individual producers.

DOA/CFS-605 *Formerly Identified as:* EC-620
International Forestry Relations
Description: Information on international forestry programs to share resource management knowledge and to provide scientific and technical advice on forestry management and forest products development; and on Canada's international organization; individual countries. *Storage Medium:* Paper.

DOA/CFS-610 *Formerly Identified as:* EC-630
Forestry Initiatives and Relations
Description: Information on federal forestry programs to meet the present and future economic and social needs of Canadians; bilateral and multilateral forestry agreements on behalf of the federal government and the Canadian Forestry Service with provincial governments, universities, private forestry concerns,and forestry associations, scientific and technical forestry advisory service to federal ministers and departments, provinical governments, universities, private forestry concerns, forestry associations, and members of the public. *Storage Medium:* Paper.

DOA/CFS-615 *Formerly Identified as:* EC-640
Identification of Problems and Opportunities
Description: Information on the world and domestic supply and demand for forests and the products of the forest industry, and the impact of these activities on the environment. *Topics:* Forest economic and technical statistics, information files of forests, forestry and the forest industry and other uses of the forest. *Storage Medium:* Paper.

DOA/CFS-620 *Formerly Identified as:* EC-650
Assessment and Interpretation
Description: Information on the analysis, interpretation and application of economic and scientific forestry principles to the identification, clarification or solution of forestry and forestry-related problems. *Topics:* Operational policies of the Canadian Forestry Service (CFS) — Federal Outdoor Recreation Policy, National Forest Policy, CFS Policy, Provincial Forest Policies, Federal Forest Policy, Forest Protection Assistance Policy, Transportation Policy, CFS Communications Policy, International Forest Policy. *Storage Medium:* Paper.

DOA/CFS-625 *Formerly Identified as:* NO REFERENCE
Forestry Statistics and Systems (New)
Description: Quantitative data on location and area of forest lands, volume of forests, their growth, losses and harvests; forest products in Canada and other countries. *Topics:* World Forestry Data Program; Canadian Forestry Data Program; Federal Forestry Data Program; Forestry Data Systems Program; committees; boards. *Storage Medium:* Paper.

DOA/CFS-630 *Formerly Identified as:* EC-810
Public Awareness
Description: Information on the promotion of public awareness, appreciation of Canada, forest, wildlife and water, and natural environment through Ecatour Maps — designed for use by the travelling public, including a description of the natural and human

forces that have shaped the landscpae, and elaboration on features of particular interest. *Note:* Ecatour Maps of the Trans-Canada Highway from St. John's, Newfoundland to Victoria, British Columbia, other maps of routes of particular scenic, historic or ecological significance.

DOA/CFS-635 *Formerly Identified as:* EC-610

Forestry Subvention Program

Description: Information on external research and development through contracts, contributions and grants, supported through membership in appropriate technical committees and associations, for vital forestry activities where corresponding in-house research and development facilities do not exist. Also maintenance of forestry expertise centres in Canadian universities. *Topics:* Energy from forest resources; wood-anatomy, bending, chemistry, chemical use, chippers and chips, composites (wood with other materials), construction, dielectric and non-dielectric heating, glues and gluing, grades, codes and standards, identification, wood logs and logging equipment; logging-quality studies, lumber: wood manufacturing secondary conversion, secondary products; miscellaneous wood products; wood packaging; wood paints and codes; wood physics; plywood and veneer; wood preservation; pulp and paper; wood sawmilling equipment; wood seasoning; wood supply; wood testing services; timber engineering-fasteners; timber engineering, physics; underutilized and problem species. *Storage Medium:* Paper.

DOA/CFS-640 *Formerly Identified as:* EC-670

Tree Seed — Improvement Research

Description: Research on tree reproductive structures and seeds in support of the production procurement and processing of seed forestation. Information on the management of seed orchards and seed production areas. Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species. *Topics:* Tree cone and seed physiology; core crop periodicity and forecasts; cone collection and handling; seed processing physiology; cone crop periodicity and forecasts; cone collection and handling; seed processing, storage testing and certification; seed orchards and seed production areas, seed certification; seeds legislation and rules; requests for seeds; tree genetics; forest genetic, tree improvement — Canadian Tree Improvement Association; Canadian Tree Improvement Association — tree reproduction. *Storage Medium:* Paper.

DOA/CFS-645 *Formerly Identified as:* EC-680

Reforestation Research

Description: Information on the preparation of cutover areas and other sites for natural seeding or artifical reforestation; the production of bareroot or container seedlings; and direct seeding or planting by hand or machine; also nursery establishment and seedling production statistics. *Topics:* Site preparation by prescribed burning or mechanical scarification; natural regeneration including seed dispersal, germination and germinant establishment; production and handling of bareroot seedlings or transplants, or of container seedlings; direct seeding methods and operations; seedling planting methods and operations; regeneration surveys. *Storage Medium:* Paper.

DOA/CFS-650 *Formerly Identified as:* EC-690

Genetics

Description: Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species.

DOA/CFS-655 *Formerly Identified as:* EC-700

Tree and Stand Growth Research

Description: Information on the growth, physiology and development of various tree species grown in Canada for the production of wood, fibre or energy. *Topics:* Tree growth, biology, physiology, reproduction — growth and yield; geomorphologic silviculture-silvics of species — fertilization, soils. *Storage Medium:* Paper.

DOA/CFS-660 *Formerly Identified as:* EC-710

Management Systems for Production Forestry

Description: Information on forest management practices such as thinning; forest inventory through conventional and remote sensing methods; mechanized silviculture and harvesting; and research on long-term predictions of forest productivity. *Topics:* Biometrics; forest productivity; economics; fire management; harvesting; land classification and mapping; forest land management; multiple use management; remote sensing; salvage operations; silviculture-cutting, effects of mechanized logging, fertilization, herbicides, statistics, prescribed burning, inventory and measurements. *Storage Medium:* Paper.

DOA/CFS-665 *Formerly Identified as:* EC-720

Forest Fire Research

Description: Research into fire control (suppression), management, behaviour, ecology and prevention, information relating to the development, testing and evaluating of forest fires, fire fighting equipment. *Topics:* Forest fire control — management, behaviour, ecology, environment, risk danger, damage and appraisal, weather, detection, prevention, bombing (air attack), retardants and suppression equipment; and prescribed burning. *Storage Medium:* Paper.

DOA/CFS-670 *Formerly Identified as:* EC-730

Insects and Disease Research

Description: Information on damage caused to forests by insects or diseases (any variation to the normal physiology or anatomy of the tree caused by agents other than insects), the biology of forest pests and control methods. *Topics:* Listing of specific forest insect pests — spruce budworm, winter moth, bark beetles, gypsy moth, balsam woolly aphid, birch casebearer, birch leafminer, European pine sawfly, Eurpoean pine shoot moth, fall webworm, larch casebearer, larch sawfly, mountain ash sawfly, satin moth and other biological control through CIBC; biological control with bacillus thuringiensis; chemical control; pathological problems — scleroderris canker — Dutch elm disease, dwarf mistletoe, pesticides, pheromones; pine wood memathode. *Storage Medium:* Paper.

DOA/CFS-675 *Formerly Identified as:* EC-760

Forest Environment Research

Description: Information on the effect of forestry practices on the environment; includes harvesting practices, road building, clear cutting, and other management systems used for production forestry; also effects of ARTAP (acid rain) and other pollutants on forests. *Topics:* Conservation; energy; environmental concerns; prescribed burning; forest-fire management; harvesting; forest management; multiple-use management; land-use planning, acid rain, forest decline, monitoring acid rain damage to forest (Acid Rain National Early Warning System); pollution; pollution abatment; salvage operations; silviculture — herbicides, site preparation; soils; hydrology, baseline studies, watershed research. *Storage Medium:* Paper.

DOA/CFS-680 *Formerly Identified as:* EC-770

Forest and Plant Ecology

Description: Information on the processes of change in the forest and plant communities found in Canada and the related research carried out by the CFS. *Topics:* Tree and forest biology; forest types; forest ecology and productivity; fire ecological effects; forest succession,

silviculture-silvices of species, weed management; soils. *Storage Medium:* Paper.

DOA/CFS-685 *Formerly Identified as:* NO REFERENCE

Forestry Development and Communications Directorate (New)

Description: The Forestry Development and Communications Directorate is responsible for promoting and monitoring the effective socioeconomic development of Canada's forest resource through national leadership in its management and the enchancement of its labour force. It also stimulates increased quality and quantity of forest management; promotes increased forest management on federal Crown lands; co-ordinates the delivery of forestry programs and services by regional offices and other agencies on these lands; provides a range of communication services in support of the CFS; establishes a dialogue with designated publics in Canada and abroad on the forest resource, its management and CFS activities; fosters the development of a skilled forestry labour force; provides information on trends affecting human resources in forestry; and promotes national policies and programs in co-operation with government agencies and the private sector. *Topics:* Forest development operations (by province), forest development agreements (by province), forest sector profiles (description of forest resource lease — industry activities), federal forestry management programs within provinces and regional issues; job development related to the forestry industry, employment impact studies related to forestry, forest management of DND lands, Indian lands and other federal lands; scientific and technical publications; ministerial speeches, press releases, Cabinet documents, memorandums of understanding, pamphlets and brochures relating to forestry topics and issues; studies on the forest sector; economical and statistical core information.

Deleted Classes of Records

ACR-430 Agrometeorology
AGR-830 International Agricultural Assistance Co-ordination

ATLANTIC PILOTAGE AUTHORITY

Chapter 3

ATLANTIC PILOTAGE AUTHORITY

ATLANTIC PILOTAGE AUTHORITY
(APA)

OPERATIONS DIVISION

005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
COORDINATOR
ATLANTIC PILOTAGE AUTHORITY
SUITE 1203
BANK OF MONTREAL TOWER
5151 GEORGE STREET
HALIFAX, NOVA SCOTIA
B3J 1M5

ATLANTIC PILOTAGE AUTHORITY

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed on February 1, 1972. The Act created pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority, pursuant to the *Financial Administration Act* in Schedule SC 1983-84, 31, was designated a Schedule C Parent Crown corporation. It was first incorporated in 1972.

Laws and Regulations

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Atlantic Pilotage Regulations
- Authority By-Laws

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interests of safety, an efficient and economic pilotage service within its geographic boundaries — all coastal waters in the Atlantic region. As a further goal, the Authority prescribes tariffs for pilotage charges that are to be fair, responsible and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Atlantic Pilotage Authority
Suite 1203
Bank of Montreal Tower
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 426-2550

Administration Division

The purpose of this division is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

Operations Division

The responsibility of this division is to provide pilotage services by assigning and dispatching qualified pilots to ships navigating within the boundaries of the Atlantic Pilotage Authority.

Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

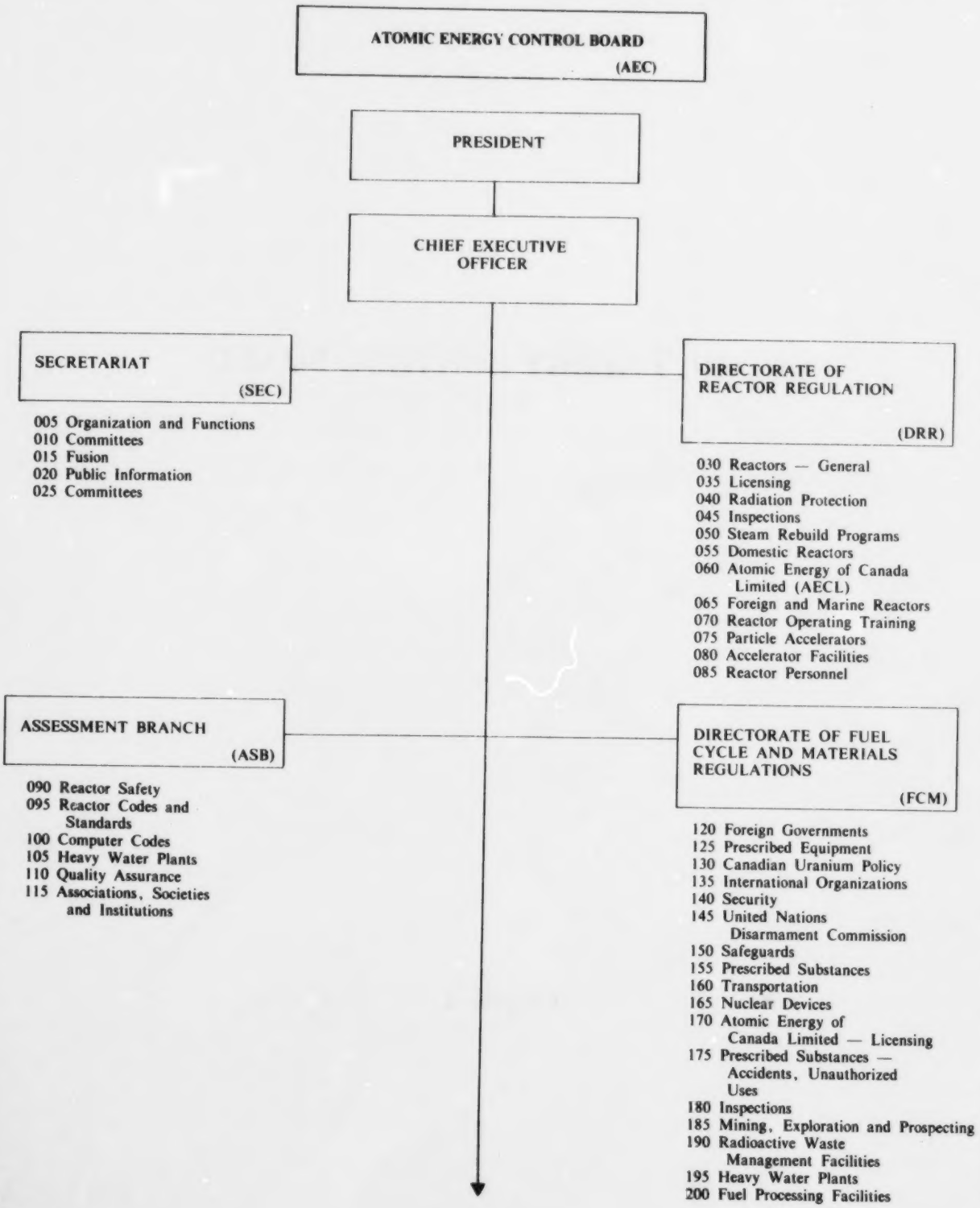
APA/OPD-005 *Formerly Identified as:* APA-10
Pilotage Services
Description: Information on the provision of pilotage services within the Atlantic region. *Topics:* Dispatching records; pilotage licenses; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs.

APA/OPD-010 *Formerly Identified as:* APA-20
Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also the conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

ATOMIC ENERGY CONTROL BOARD

Chapter 4

ATOMIC ENERGY CONTROL BOARD



ATOMIC ENERGY CONTROL BOARD

PLANNING AND ADMINISTRATION BRANCH (PAB)

205 Co-ordination and Planning
210 Emergency Planning Activities
215 International Organizations
220 Nuclear Liability
225 Federal Departments
230 Atomic Energy Legislation
235 Atomic Energy Control Regulations
240 Provincial Governments

REGULATORY RESEARCH BRANCH (RRB)

245 Health Physics
250 Safeguards Research and Development
255 Regulatory Documents
260 Orientation Facilities

ACCESS TO INFORMATION
CO-ORDINATOR
ATOMIC ENERGY CONTROL BOARD
P.O. BOX 1046
STATION B
OTTAWA, ONTARIO
K1P 5S9

ATOMIC ENERGY CONTROL BOARD

Background

The Atomic Energy Control Board (AECB) was established in 1946 by the *Atomic Energy Control Act*. It is the federal regulatory agency responsible for the control of health, safety, and national and international security aspects of prescribed atomic energy substances and items, and nuclear facilities. The Board reports to Parliament through a designated Minister and is a departmental corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Atomic Energy Control Act, RSC 1970, c.A19
- Nuclear Liability Act, RSC 1970, c.29 (1st supplement)

Overall Responsibilities

The Board controls the development, application and use of atomic energy, both through the authority of the Act and through regulations approved by the Governor-in-Council. It operates a comprehensive licensing system that covers all dealings in prescribed atomic energy substances and items, to assure that such substances and items are used with proper consideration for health and safety as well as national and international security. The Board's licensing system is administered with the co-operation of other federal and provincial government departments concerned with health, the environment, transportation and labour, which have similar or relevant responsibilities.

Organization

The Board consists of five members. One of these members is appointed President and chief executive officer and is the only full-time member. The president of the National Research Council of Canada is an *ex officio* member. The three remaining members are chosen from business and professional fields related to nuclear energy.

Reporting to the President of the Board are the Secretariat, the directorates of Reactor Regulation, and Fuel Cycle and Materials Regulation, and the branches of Regulatory Research, and Planning and Administration. The Orientation Centre, while not a part of the board staff organization, also reports to the president.

The organization is augmented by two internal committees: a Management Committee, which provides advice to the President on administrative and operational matters and acts for the president during an absence or vacancy; and a Policy Advisory Committee, which develops and presents policy recommendations to the President.

The Board's head office is located in Ottawa where the majority of staff are stationed. There presently exist two regional offices; one in Mississauga, Ontario and one in Calgary, Alberta. These two offices are staffed by compliance inspectors who perform licensee inspections in southern Ontario and western Canada, respectively. A third office was opened in Montréal this year, to serve the Québec and eastern Canada regions.

The AECB also has staff members located at nuclear reactor sites and in the Elliot Lake (Ontario) mining area. The prime role is to carry out inspections and maintain surveillance over the licensed facilities in these locations.

General Information

Requests for technical information, and enquiries concerning the AECB's role, organization, programs and services may be addressed to the AECB Office of Public Information. (Addresses and telephone numbers are listed below.)

The AECB also has a public documents room at head office where documents related to licensing may be viewed by the public. Library services are also available.

The Office of Public Information issues a publications catalogue annually, available to the public free of charge, which lists all technical reports, papers, speeches, regulatory documents, news releases, information bulletins, notices and miscellaneous documents published by the AECB in the past five years. Most AECB publications are free.

Please direct all requests or telephone calls to

Head Office

Atomic Energy Control Board
270 Albert Street
P.O. Box 1046
Station B
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-6941

Southern Ontario Regional Office

Atomic Energy Control Board
33 City Centre Drive
Suite 351
Mississauga, Ontario
L5B 2N5
Telephone: (416) 270-0185

Western Regional Office

Atomic Energy Control Board
Government of Canada Building
Suite 850
220-4th Avenue S.E.
Calgary, Alberta
T2P 3C3
Telephone: (403) 231-5181

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Atomic Energy Control Board
P.O. Box 1046
Station 'B'
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-5909

Secretariat

The Secretariat embraces the functions of the secretary to the Board, relations with the office of its designated minister, parliamentary committees and enquiries, the Office of Public Information, and three advisors to the Board for medical, science and special matters. Two other advisors, Legal and Official Languages, report directly to the President.

Office of the Secretary

The Board secretary's main function is to provide liaison between Board members and AECB staff. The secretary's duties include organizing and administering board meetings and taking appropriate follow-up action, managing the system of staff documents presented to the Board, and conducting the correspondence of the Board. The secretary also maintains a record of all business transactions by the Board, maintains communication and co-ordination among Board members, and carries out other duties as assigned by the Board or the President.

Manuals

- AECB Staff Briefing Book
- AECB Organizational Structure and Functions Manual
- AECB Policy Compendium (in-house use only — public version in preparation)
- Nuclear Liability Operations Manual (in preparation)

Office of Public Information

The office is responsible for responding to requests from outside contacts for technical or other information, and for informing the public of significant matters through the news media and other communication vehicles. Mailing lists are maintained for the distribution of news releases, the annual report, consultative documents and the publications catalogue. The office is also the AECB's publisher and contact for all free documentation. The Language Service unit within the office facilitates service to the public in French-language printed matter.

Directorate of Reactor Regulation

This directorate has the prime responsibility for the regulation of power and research reactors and accelerators. It evaluates applications for licences against the safety standards and requirements that the AECB has set, and grants licences and monitors licensee operations to ensure compliance with Board regulations and requirements at all times. It also conducts examinations for reactor operators and provides specialist input into the review of all nuclear facilities.

Pre-operational Power Reactor Division

This division ensures that the design, construction and commissioning of power reactor facilities are carried out in a manner consistent with accepted national and international standards of safety. It also assesses and licenses all nuclear facilities for the generation of electricity or steam in Canada.

Operational Power Reactor Division

This division ensures that the operation of power reactor facilities is conducted in a manner consistent with national and international standards of safety, and that the radiological impact of these facilities upon operators, the public, and the environment is as low as is reasonably achievable. In addition, it monitors all nuclear facilities for the generation of electricity or steam in Canada or, when directed by the Board, located in Canadian waters.

Operator Certification and Research Facility Division

This division ensures that staff certified for AECB-authorized positions at licensed nuclear facilities possess the necessary knowledge and training to perform their role in the safe operation of the facilities. It also ensures that the design, construction, commissioning and operation of research, reactor and accelerator facilities meet accepted international standards of safety, and that the radiological impact of these facilities upon operators, the public and environment is as low as is reasonably achievable.

Assessment Branch

The branch carries out the detailed assessment of licensing information and provides technical and scientific advice in support of Board activities, with particular emphasis on safety assessment and radiological protection of nuclear facilities and prescribed substances. It comprises two divisions: Safety Evaluation and Quality Assurance and Standards.

Safety Evaluation Division

This division carries out the detailed scientific and engineering assessments of nuclear facilities and prescribed substances in Canada, or under Canadian control, from the design stage through construction, operation and de-commissioning. It also assists in the development of requirements for safety and licensing of nuclear facilities.

Quality Assurance and Standards Division

This division ensures the establishment and implementation of reactor quality assurance and standards programs, and the regulatory control of pressure-retaining components.

Directorate of Fuel Cycle and Materials Regulations

The directorate is responsible for evaluating applications for licences, licensing, and compliance monitoring of uranium mines, refineries and conversion plants, nuclear fuel fabrication plants, heavy water plants, radioactive waste management facilities, and the use of radioisotopes. It also implements domestic and international nuclear materials safeguards programs.

Safeguards and Security Division

This division controls the import, export, production and use of prescribed substances, items and technology in order to ensure the implementation of Canada's policies on the non-proliferation of nuclear weapons or other nuclear explosive devices. It also provides the major technical input in the formulation and implementation of nuclear policy, provides advice and implements policies on heavy water and uranium, and ensures that an acceptable level of physical security is provided for nuclear materials, technology and facilities.

Radioisotope and Transportation Division

This division develops and administers provisions for the protection of workers and the public from radiological hazards arising from the use of radioisotopes and the transportation of radioactive materials in Canada. It also issues licences for the use and importation of radioisotopes, and certificates for transportation packages.

Compliance Services and Laboratories Division

This division carries out inspections and investigations to verify that the terms of licences and regulatory requirements are being met. Where they are not met, it provides the information necessary to facilitate action by the licensee, or takes immediate corrective action as provided for in the regulations.

Uranium Mine Division

This division ensures that uranium mines, mills and associated waste management facilities are operated in a manner that does not expose workers and the public to unacceptable health and safety hazards. It is also responsible for establishing standards associated with the safe operation of uranium mining, assessing and issuing licences, and monitoring of mines to ensure compliance with the regulations and conditions of their licence.

Waste Management Division

This division ensures that facilities for the storage and disposal of radioactive waste materials are constructed and managed to prevent exposure of the public, environment and workers to excessive

radiation hazards through the establishment of standards, issue of licences and monitoring of all such facilities in Canada.

Fuel and Heavy Water Plant Division

This division ensures that the operations of facilities for the refining of uranium, the fabrication of nuclear fuel, the production, application and use of natural uranium and thorium, and the production of heavy water is carried out in such a manner that there is no unacceptable health and safety hazard to the public. It also exercises control over the accountability for heavy water inventories at nuclear facilities, establishes standards for the safe operation of heavy water plants, assesses and issues licences, and ensures compliance with the licence terms and regulations.

Planning and Administration Branch

This branch is responsible for such centralized administrative functions as office services, library, registry, personnel and finance, as well as the planning, co-ordination and administration of the *Nuclear Liability Act*.

Planning and Co-ordination Division

This division is responsible for ensuring that the planning and execution of actions by the various divisions of the AECB, both within the Board and with outside bodies, are co-ordinated to prevent duplication and ensure consistency of policy and approach. It also co-ordinates AECB activities with international agencies and organizations and administers the *Nuclear Liability Act* and emergency planning activities.

Regulatory Research Branch

The branch is responsible for the initiation and management of projects in the Board's mission-oriented research program, which is designed to provide information for use in the AECB's regulatory activities. It is also responsible for the assessment of radiation hazards and radiation protection programs for licensed activities, the development of related standards and guidelines, and the provision of radiation protection training for Board staff. The branch is composed of: radiation protection division, health effects and regulatory documents section, and safety and safeguards section.

Radiation Protection Division

This division is responsible for detailed radiation protection assessments and expert radiation protection advice for all of the Board's activities. It also monitors all aspects of radiation protection associated with nuclear facilities and prescribed substances, both for workers and members of the public.

Health Effects and Regulatory Documents Section

This section is responsible for the health effects of nuclear technology and its impact on the public as appropriate for effective regulatory controls. The section also monitors research programs to ensure they are executed economically and expeditiously, and manages the development of the regulatory document system.

Safety and Safeguards Section

The responsibilities of this section are to manage the safeguard techniques for Canadian-supplied reactors, and risk and safety evaluation.

Orientation Centre

Specialists of the Orientation Centre provide advice, orientation, training and assistance to regulatory agencies in foreign countries that have purchased or are potential purchasers of CANDU reactors. The group reports to the president for administrative purposes only, and is funded separately from AECB programs.

Classes of Records

AEC/SEC-005 *Formerly Identified as:* AECB-10
Organization and Functions
Description: Information on board activities. *Topics:* Organization of the Board; appointments; significant development reports; meetings of internal heads of directorates or sections; annual reports; Policy and Practices Manual; Administrative Policy and Procedures Manual; and Minister's briefings.

AEC/SEC-010 *Formerly Identified as:* AECB-20
Committees
Description: Information on various AECB committees. *Topics:* AECB Advisory Committee; sub-committees on tailings, fault tree methods, radiological protection; nuclear safety and AECL committees on the technical aspects of the NPD reactor; Nuclear Safety Advisory Committee; Chalk River Nuclear Laboratory (CRNL) Nuclear Criticality Safety Panel; Whiteshell Nuclear Research Establishment (WNRE) Nuclear Criticality Safety Panel; and AECL Emergency Response Transportation Study.

AEC/SEC-015 *Formerly Identified as:* AECB-30
Fusion
Description: Information on direct AECB participation in the research and development of fusion as an alternate energy source by making its expertise in the fuel cycle process available to other organizations dealing with fusion.

AEC/SEC-020 *Formerly Identified as:* AECB-40
Public Information
Description: Information requests; Federal Identity Program; programs; policies and procedures; projects and publications; editorial services; translation and revision.

AEC/SEC-025 *Formerly Identified as:* AECB-50
Committees
Description: Information on actions, proposals and recommendations of the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS). *Topics:* Risk estimates; licensing guides.

AEC/DRR-030 *Formerly Identified as:* AECB-60
Reactors - General
Description: General information on the operation of reactor facilities.

AEC/DRR-035 *Formerly Identified as:* AECB-70
Licensing
Description: Information on licensing of the reactor and its site by the AECB.

AEC/DRR-040 *Formerly Identified as:* AECB-80
Radiation Protection
Description: Information on radiation protection for workers, public and environment affected by reactor facilities.

ATOMIC ENERGY CONTROL BOARD

AEC/DRR-045 *Formerly Identified as:* AECB-90
Inspections
Description: Information on regular inspections of reactors in service, scheduling of up and down time and computer codes used in operation. *Topics:* Reactor-in-service inspections; materials; ferrous and non-ferrous metals, corrosion; wear and welding.

AEC/DRR-050 *Formerly Identified as:* AECB-100
Steam Rebuild Programs
Description: Information on improvements of original deficient steam generators in some of the reactors. *Topics:* 600Mw, 500Mw(e), and 850Mw steam generator rebuild programs.

AEC/DRR-055 *Formerly Identified as:* AECB-110
Domestic Reactors
Description: Information on the reactors currently in use in Canada. *Topics:* Licence of the facility; fuel; operation; reactor operators; accountability and operational procedures; AECB officers; significant events and incident reports; systems and equipment, proposed changes approved; proposed changes for information; radiological protection; emergency procedures; safeguards; in-service inspections and quality assurance.

AEC/DRR-060 *Formerly Identified as:* AECB-120
Atomic Energy of Canada Limited (AECL)
Description: Information on research reactor facilities administered by Atomic Energy of Canada Limited. *Topics:* Reactors – NRX, ZEEP, NRU, ZED 2, Whiteshell, Slowpoke.

AEC/DRR-065 *Formerly Identified as:* AECB-130
Foreign and Marine Reactors
Description: Reactors in the U.S.; marine reactors; foreign reactors outside the U.S.

AEC/DRR-070 *Formerly Identified as:* AECB-140
Reactor Operating Training
Description: Information on the training and examination of reactor operators according to AECB standards. *Topics:* Reactor Operating Training; Ontario Hydro, Hydro-Québec, New Brunswick Electric Power Commission.

AEC/DRR-075 *Formerly Identified as:* AECB-150
Particle Accelerators
Description: General information on particle accelerators. *Topics:* Courses and seminars; standards and guidelines; technical information; and relations with Health and Welfare Canada.

AEC/DRR-080 *Formerly Identified as:* AECB-160
Accelerator Facilities
Description: Information on the 44 licensed accelerator and particle accelerator facilities in Canada. *Topics:* Main facility; neutron generator; drawings; safety reports; cyclotron; Tandem and Van de Graaff; Linac; Betatron.

AEC/DRR-085 *Formerly Identified as:* AECB-170
Reactor Personnel
Description: Information on the training and examination of all reactor personnel.

AEC/ASB-090 *Formerly Identified as:* AECB-180
Reactor Safety
Description: Information on the development of safety requirements for nuclear facilities. *Topics:* Siting guides; reactor safety criteria.

AEC/ASB-095 *Formerly Identified as:* AECB-190
Reactor Codes and Standards
Description: Quality assurance codes and standards used in the design of nuclear facilities. *Topics:* Components; inspections; quality control; reliability and maintainability of concrete containment structures; protective systems and instrumentation; and seismic design requirements for CANDU.

AEC/ASB-100 *Formerly Identified as:* AECB-200
Computer Codes
Description: Information on computer codes used in reactor operations. *Topics:* Atmospheric dispersion; reactor physics; thermal hydraulics; fuel behaviour; containment.

AEC/ASB-105 *Formerly Identified as:* AECB-210
Heavy Water Plants
Description: Information on the safety assessment of design and operation of heavy water plants.

AEC/ASB-110 *Formerly Identified as:* AECB-220
Quality Assurance
Description: Information on the overall design quality of nuclear facilities. *Topics:* Standards; manufacturers; manufacturer quality assurance programs.

AEC/ASB-115 *Formerly Identified as:* AECB-230
Associations, Societies and Institutions
Description: Information on professional organizations with which the AECB consults on matters related to nuclear energy. *Topics:* Standards-writing organizations – Canadian Standards Association, Canadian Nuclear Association, International Atomic Energy Agency.

AEC/FCM-120 *Formerly Identified as:* AECB-240
Foreign Governments
Description: Information on all foreign governments with which Canada has been or is involved in the atomic or nuclear field. *Topics:* International nuclear safeguards; export-import controls; atomic energy research; exchanges of information; various reports dealing with the preceding subjects from foreign countries.

AEC/FCM-125 *Formerly Identified as:* AECB-250
Prescribed Equipment
Description: Information on general export control of prescribed equipment, such as nuclear reactors, fuel processing facilities, heavy water plants and nuclear accelerators.

AEC/FCM-130 *Formerly Identified as:* AECB-260
Canadian Uranium Policy
Description: The Canadian uranium policy on exports, anti-trust matters and nuclear energy.

AEC/FCM-135 *Formerly Identified as:* AECB-270
International Organizations
Description: Information on international organizations in the nuclear energy field. *Topics:* International safeguards; export-import control; technical reports and reviews on nuclear reactors; safeguards; quality assurance; radioactive waste management; nuclear fuel development; international organizations – International Energy Agency, European Economic Community, International Atomic Energy Agency, Nuclear Energy Agency, and the Scientific Advisory Committee of the International Atomic Energy Agency.

AEC/FCM-140 *Formerly Identified as:* AECB-280
Security
Description: Information on the physical security of nuclear facilities and personnel.

AEC/FCM-145 *Formerly Identified as:* AECB-290
United Nations Disarmament Commission
Description: Information on the United Nations Non-proliferation Treaty on Nuclear Weapons, international safeguards, international agreements and various United Nations committees on nuclear energy.

ATOMIC ENERGY CONTROL BOARD

AEC/FCM-150 *Formerly Identified as:* AECB-300
Safeguards
Description: Policies and measures for the non-proliferation of nuclear energy. *Topics:* Domestic and international safeguards; costs; reference documents; instrumentation; inspection procedures; accountability; visits and inventories of nuclear facilities in Canada; safeguards inspectors; special studies on accountability for highly enriched uranium and non-destructive measurement devices.

AEC/FCM-155 *Formerly Identified as:* AECB-310
Prescribed Substances
Description: Information on prescribed substances, which are defined as radioactive isotopes of all elements and any substances containing such isotopes which are designated as capable of releasing atomic energy. The AECB maintains files on all licensed users and producers of radioisotopes in Canada. *Topics:* Use; exports; policies; health precautions.

AEC/FCM-160 *Formerly Identified as:* AECB-320
Transportation
Description: Policies, regulations and practices for the safe handling and transportation of radioactive materials in Canada and abroad. *Topics:* Shipping regulations; labelling requirements for radioisotopes; transportation of radioactive waste; liability insurance; regulations for all modes of transportation – air, road, rail and marine; certificates; Canada Post Corporation; emergency procedures; accidents and standards; transportation of nuclear materials to and from foreign countries; endorsements from foreign countries for shipping containers, technical aspects of shipping, containers and testing programs.

AEC/FCM-165 *Formerly Identified as:* AECB-330
Nuclear Devices
Description: Information on manufacturers of nuclear devices. *Topics:* Luminous devices; watches; exit signs; cardiac pacemakers; smoke detectors; therapy units; static eliminators.

AEC/FCM-170 *Formerly Identified as:* AECB-340
Atomic Energy of Canada Limited – Licensing
Description: General licensing information on AECL facilities and appropriate internal companies.

AEC/FCM-175 *Formerly Identified as:* AECB-350
Prescribed Substances – Accidents, Unauthorized Uses
Description: Information on situations where possible risk to workers and the public is caused by radioactive contamination and exposure. *Topics:* Contamination of jewellery and pottery; improper safeguards for radioisotope use – hospitals, pharmaceutical labs, research labs; contamination of the environment by uranium mining operations; transportation accidents; unauthorized uses of radioactive materials, contamination.

AEC/FCM-180 *Formerly Identified as:* AECB-360
Inspections
Description: Information on inspections, field instrumentation and special investigations.

AEC/FCM-185 *Formerly Identified as:* AECB-370
Mining, Exploration and Prospecting
Description: Information on every uranium mining and milling facility in Canada. *Topics:* Operation; licensing; requirements; health and safety – personal, environmental and workplace monitoring, personnel exposure data; compliance inspections; mining and milling.

AEC/FCM-190 *Formerly Identified as:* AECB-380
Radioactive Waste Management Facilities
Description: Information on every radioactive waste management facility in Canada. *Topics:* Low-level storage; high-level storage; reactor wastes; chemical treatment; licensing; maintenance; compliance.

AEC/FCM-195 *Formerly Identified as:* AECB-390
Heavy Water Plants
Description: Information on the four heavy water plants in Canada. *Topics:* Operations; licensing; compliance inspections; emergency procedures; quality assurance; standards and guides; safety assessments; new processes.

AEC/FCM-200 *Formerly Identified as:* AECB-400
Fuel Processing Facilities
Description: Information on fuel processing facilities in Canada. *Topics:* Operation; licensing; compliance inspections; radiation exposure data.

AEC/PAB-205 *Formerly Identified as:* AECB-410
Co-ordination and Planning
Description: Information on the Board's internal and external co-ordination and planning.

AEC/PAB-210 *Formerly Identified as:* AECB-420
Emergency Planning Activities
Description: Information on emergency planning activities. *Topics:* Federal procedures; co-ordination of federal, provincial and international procedures.

AEC/PAB-215 *Formerly Identified as:* AECB-430
International Organizations
Description: Information on visits to and from international organizations, and dealings with committees and working groups on international safeguards and technical aspects of nuclear energy; also information on the Organization for Economic Co-operation and Development.

AEC/PAB-220 *Formerly Identified as:* AECB-440
Nuclear Liability
Description: Information on the *Nuclear Liability Act* and its association with the Canadian nuclear program; also insurance aspects of nuclear liability.

AEC/PAB-225 *Formerly Identified as:* AECB-450
Federal Departments
Description: General information on liaison with other federal departments and agencies.

AEC/PAB-230 *Formerly Identified as:* AECB-460
Atomic Energy Legislation
Description: Information on the *Atomic Energy Control Act* and amendments.

AEC/PAB-235 *Formerly Identified as:* AECB-470
Atomic Energy Control Regulations
Description: The regulations pursuant to the *Atomic Energy Control Act* as they apply to prescribed substances and items, nuclear

facilities, appointment of inspectors and inspections of licensees, security of nuclear material and information related to the nuclear fuel cycle, radiological occupational health and safety of atomic radiation workers, the appointment of medical advisers, and protection of the public and the environment.

AEC/PAB-240 *Formerly Identified as:* AECB-480
Provincial Governments
Description: Information on dealings with the 10 provincial governments and two territories.

AEC/RRB-245 *Formerly Identified as:* AECB-490
Health Physics
Description: Information on health physics and radiation protection, as well as radiation dose limits, personal dosimetry and instrumentation, protective clothing, radiation protection training and laboratory facilities and equipment.

AEC/RRB-250 *Formerly Identified as:* AECB-510
Safeguards Research and Development
Description: Research and development of safeguards, joint U.S.-Canada projects, and conversion and fuel fabrication plants; also IAEA support programs, safeguards and regulations for physical security.

AEC/RRB-255 *Formerly Identified as:* AECB-520
Regulatory Documents
Description: AECB's Licensing Guides and Regulatory Standards for the nuclear energy field and prescribed substances. *Topics:* Regulations, safeguard techniques, socioeconomic impact analyses.

AEC/RRB-260 *Formerly Identified as:* AECB-530
Orientation Facilities
Description: Information on foreign countries interested in purchasing CANDU reactors or technology.

OFFICE OF THE AUDITOR GENERAL

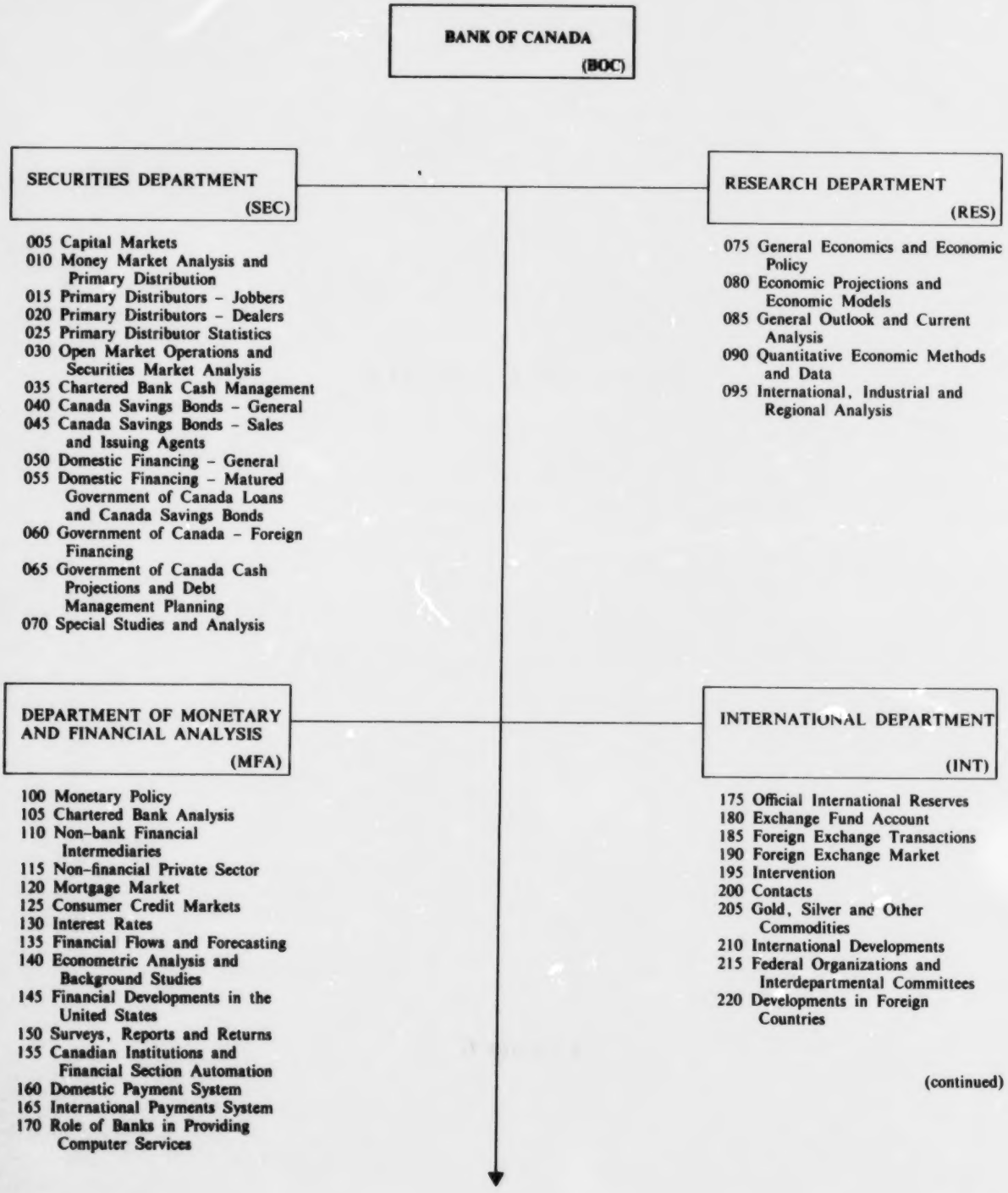
(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 5

BANK OF CANADA

Chapter 6

BANK OF CANADA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055 Domestic Financing – Matured Government of Canada Loans and Canada Savings Bonds
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BANK OF CANADA

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ACCESS TO INFORMATION
CO ORDINATOR
BANK OF CANADA
234 WELLINGTON STREET
ADVISOR AND SECRETARY
OTTAWA, ONTARIO
K1A 0G9

BANK OF CANADA

Background

The Bank of Canada is the nation's central bank, incorporated in 1934 under the *Bank of Canada Act* to regulate "credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

Overall Responsibilities

The *Bank of Canada Act* does not specify the methods the Bank should use to carry out these goals. But the Act does confer certain powers which, together with provisions in other legislation, enable the Bank to exercise a broad controlling influence over the growth of money and credit in Canada and thereby affect levels of spending and economic activity. This influence stems primarily from the Bank's ability to determine the total amount of cash reserves available to the Canadian banking system and thus, in effect, to regulate the system's growth over time.

The principal means used by the Bank of Canada to alter the level of cash reserves (or to offset undesired effects on the level of reserves resulting from other factors) involve transfers to government deposit balances from the chartered banks to the central Bank and vice versa, and changes in its holdings of foreign currency assets.

Although cash management, including purchases and sales of government securities, is the primary policy instrument used to influence credit conditions, the Bank has a number of other supplementary methods it may use. The Bank of Canada has the power to require the nation's chartered banks to maintain secondary cash reserves, treasury bills and day-to-day loans to money market dealers in addition to its regular cash reserves. It may also vary, within prescribed limits, the ratio of secondary reserves the banks are required to hold.

The Bank is authorized to make short-term advances to chartered banks on the pledge of certain securities and can change the bank rate, the minimum rate at which it is prepared to make advances. Such advances are relatively infrequent, but changes in the bank rate affect the current level of interest rates and also serve as an indication of the Bank's stance on monetary policy. The Bank also acts as lender of last resort to money market dealers. When these dealers are unable to find necessary financing elsewhere, they can arrange to sell securities to the Bank of Canada with an agreement to repurchase them. The minimum and maximum rates of interest applicable to such purchase and resale agreements vary with the bank rate.

The Bank acts as fiscal agent for the government, and is thus directly concerned with the management of the public debt. It advises the government on the method of financing to be used in raising money and on the terms of new issues. This includes making arrangements for the sales of new securities, the redemption or conversion of maturing issues, the payment of interest on outstanding securities and the maintenance of records.

The Bank acts as agent and advisor in the management of the country's foreign exchange reserves, which are held largely in the exchange fund account in the name of the Minister of Finance. In addition, the Bank of Canada maintains foreign currency accounts at other central banks and operates accounts for foreign central banks and international institutions. Official intervention in the exchange market is carried out by the Bank on behalf of the Minister of Finance through purchases from the market and sales into the market of U.S. dollars from the exchange fund account.

The Bank of Canada is also responsible for the note issue. The issue of coin is handled by the Royal Canadian Mint.

Bank of Canada Management and Relations with Government

In carrying out its responsibility for monetary policy the Bank maintains close links with the government. The presence of the deputy minister of Finance on the board of directors provides one channel of communication between the Bank and the Minister of Finance. In addition, the *Bank of Canada Act* requires the Minister of Finance and the Governor to consult regularly on monetary policy and on the Bank's relation to general economic policy. Section 14 of the Act provides a mechanism for resolving serious differences in point of view on the appropriate policy to be followed. Under this section, the Minister of Finance, with the approval of the Governor-in-Council, has the power to issue instructions which the Bank must follow. These instructions have to be in specific terms and for a specified period; they must also be made public. Ultimate responsibility for Canadian monetary policy thus rests with the government, but this in no way diminishes the direct responsibility of the Bank of Canada for formulating and executing monetary policy.

Organization

Responsibility for the affairs of the Bank rests with a board of directors composed of the Governor, the senior deputy governor and 12 directors appointed by the government for three-year terms. The deputy minister of Finance sits on the board but does not have the right to vote. The board normally meets from seven to nine times a year. Between meetings, an executive committee composed of the Governor, the senior deputy governor, up to four directors and the deputy minister of Finance meets once a week and acts for the board.

The Governor is the chief executive officer of the Bank, and as such is responsible for the direction and control of the Bank's affairs. In the absence of the Governor, the senior deputy governor exercises all the power of the office. In matters of policy and internal administration, the Governor and senior deputy governor are assisted by deputy governors, advisors, associate advisors and chiefs of departments. Each has his or her own area of responsibility and is accountable for that part of the Bank's activities. Major matters are discussed in various committees, the most important of which is the management committee composed of the Governor, senior deputy governor, deputy governors, advisors and the secretary of the bank. The activities of the management committee cover the whole range of the Bank's affairs, and it meets daily in basic or expanded form. Each department chief is responsible to the senior management of the Bank for departmental operation expenditures within the budget approved by the board of directors, and staffing and salaries within the framework of Bank-wide personnel and pay policies. The departments of the Bank fall into two categories: analytical and administrative.

Analytical Departments

These include the Securities Department, responsible for open market operations and securities market analysis (with representatives in Toronto, Montréal, Vancouver and Edmonton), chartered bank cash management, administration of the Bank's pension fund, and domestic and external debt management operations; the Research Department, which engages in economic analysis and forecasting; the Monetary and Financial Analysis Department, which deals with monetary policy and financial institution forecasting and analysis; and the International Department, which conducts foreign exchange operations (with representatives in Toronto and Montréal) and balance of payments analysis and forecasting.

Administrative Departments

These consist of the department of Banking Operations (with agencies in Vancouver, Calgary, Regina, Winnipeg, Toronto, Ottawa, Montréal, Saint John and Halifax), which administers currency; the Public Debt department, which administers the domestic debt of Canada; the Secretary's department, which provides public information, central library services, press services, and some corporate services, and manages the Currency Museum and National Currency Collection; the department of Premises Management, which is responsible for management of the Bank's properties, including security matters; and several other departments with self-explanatory titles, including computer services, personnel, the Comptroller, and audit.

Major Publications

- Governor's Annual Report — tabled each February and available late March
- Bank of Canada Review — financial and economic statistics, plus topical articles by staff and reprints of speeches by senior Bank personnel — published monthly
- Weekly Financial Statistics — released each Thursday

For more information on Bank of Canada publications, please contact

Publications, Secretary's Department
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
Telephone: (613) 563-8224 or 563-8248

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Advisor and Secretary
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
Telephone: (613) 563-8537

Securities Department

This department has both operational and analytical duties. Its most important operational functions are to help implement monetary policy through adjustments in excess chartered bank cash reserves or through open market operations and to issue Government of Canada securities — treasury bills, marketable bonds and Canada Savings Bonds — both domestically and abroad.

Its analytical function is to monitor conditions in financial markets, forecast key financial flows and study financial relationships relevant to securities markets. The results are communicated to the Bank's senior officers for their use in formulating monetary policy, advising government on matters related to debt management, and influencing the development of capital market structures appropriate to Canadian needs.

Research Department

The department's primary responsibility is to assess the significance of current economic developments and prospects in Canada and the United States and to keep Bank management fully informed about them. An aspect of this responsibility is to seek further understanding of the operation of the economy and of public policies which are, or could be, employed in an attempt to regulate it.

Department of Monetary and Financial Analysis

The department is responsible for monitoring and analyzing the behaviour of the chartered banks, other financial institutions and capital markets in response to monetary policy and other forces at work in the financial system.

EDP Systems

- CAPMART
- CORPSTAT
- FINFLO

International Department

This department's principal responsibilities include the conduct of foreign exchange operations as fiscal agent for the government and the Bank, and analyses of current and prospective developments in exchange markets, the Canadian balance of payments, economic activity overseas and the international payments system.

Manuals

- Statistics Canada — Bank of Canada Commodity Trade Concordance

Department of Banking Operations

The overall responsibility of the department is to provide efficient and effective service to other central banks, international financial organizations, the Government of Canada, chartered banks, trust companies and all other financial organizations. Its responsibilities include the security and administration of valuables such as gold, securities and currency. The department also provides fiscal functions for which the Bank of Canada acts as an agent for the Government of Canada. These functions include the clearing of government obligations and receiving deposits for the account of the Government of Canada.

Manuals

- Agency Procedures Manual
- Interim Procedures Circulars

Public Debt Department

This department is responsible for the administration of direct and certain guaranteed debt issues of the Government of Canada. Its functions include the obtaining and distribution of supplies of debt certificates, the maintenance of registers and records for control purposes, the payment of interest and the retirement of the debt.

Manuals

- Data Processing Clerical Manuals
- Data Examination and Preparation Manuals
- Control of Data and Valuables Manuals
- Sample Letter Catalogue
- Records Retrieval Manual
- External Procedures Manuals
- Statistics Manuals

Comptroller's Department

This department is responsible for the internal financial functions of the Bank, such as the processing, monitoring and reporting of receipts and payments for management and statutory reporting requirements. These responsibilities involve co-ordination of the annual planning budgeting exercise and subsequent control; processing payments for goods, services, payroll and unclaimed balances; recording

transactions for administrative expenditures and market operations; accounting for and reporting the Bank's financial position; and keeping records of items in safekeeping.

Classes of Records

BOC/SEC-005 *Formerly Identified as:* BC-10
Capital Markets
Description: Reports of economic and financial developments in the Atlantic region of Canada; also activities of various organizations that relate to capital market developments of interest to the Bank of Canada. *Topics:* Capital market coverage; government regulatory bodies.

BOC/SEC-010 *Formerly Identified as:* BC-20
Money Market Analysis and Primary Distribution
Description: Information on the general financial market activity of various institutions and organizations with particular emphasis on the money market arrangements (with Bank of Canada) and money market activity of banks and investment dealers. *Topics:* Industries and associations; financial institutions; stock exchanges; insurance companies; mortgage companies; finance companies; non-financial institutions; primary distributors; jobber money market report; municipal financing; banker's acceptances. *Retrievability:* Files arranged by subject and company.

BOC/SEC-015 *Formerly Identified as:* BC-30
Primary Distributors — Jobbers
Description: Information on the financial arrangements between the Bank of Canada and major Canadian investment dealers relating to money market activities. *Topics:* Jobbers by name.

BOC/SEC-020 *Formerly Identified as:* BC-40
Primary Distributors — Dealers
Description: Reports on the volumes of transactions in the Canadian securities markets — used to assess the level of activity in Canadian securities markets. *Topics:* Dealers by name. *Retrievability:* Files arranged geographically and by company.

BOC/SEC-025 *Formerly Identified as:* BC-50
Primary Distributor Statistics
Description: Detailed statistical information on the levels of participation by each Canadian investment dealer in each Government of Canada loan. *Topics:* Jobbers and dealers by name. *Retrievability:* Files arranged by institution, company and region.

BOC/SEC-030 *Formerly Identified as:* BC-60
Open Market Operations and Securities Market Analysis
Description: Statistical and analytical information relating to financial markets. *Topics:* Interest rates; treasury bills; comments on markets; purchase and resale agreements; stock averages and prices; short-term paper; bond quotations; issues placements; bond prices; yields and quotes; securities transactions; holdings of securities; U.S. securities; Bank of Canada portfolio; provincial, corporate and municipal markets; interest rate futures; client investment accounts — arrangements with Bank of Canada; client transactions. *Storage Medium:* Microfilm.

BOC/SEC-035 *Formerly Identified as:* BC-70
Chartered Bank Cash Management
Description: Information relating to the cash reserve management operations of the Bank of Canada and the chartered banks; the assets and liabilities of the Bank of Canada; and the characteristics of the institutional relationship within the clearing and settlement system. *Topics:* Advances; cash reserves; reserve requirements; clearings and payments system; Government of Canada deposits; note circulation; statements; compensation to financial institutions; chartered banks; Bank of Canada balance sheets, direct clearing members of the Canadian Payments Association. *Retrievability:* Files arranged by subject and institution.

BOC/SEC-040 *Formerly Identified as:* BC-80
Canada Savings Bonds — General
Description: Information on the payment of various fees to companies involved in the sale of Canada Savings Bonds; also reports on the monitoring and analysis of the results of the sale of Canada Savings Bonds. *Topics:* Canada Savings Bonds arrangements; commissions; redemptions; studies; surveys; reports; payroll; advertising; campaigns; public relations.

BOC/SEC-045 *Formerly Identified as:* BC-90
Canada Savings Bonds — Sales and Issuing Agents
Description: The administrative arrangements between the Bank of Canada and eligible Canada Savings Bond (CSB) sales agents. *Topics:* Sales agents; issuing agents; trust companies; trust companies — non-listed; CSB sales agents other than trusts; issuing agents other than trusts and banks. *Retrievability:* Files arranged by company.

BOC/SEC-050 *Formerly Identified as:* BC-100
Domestic Financing — General
Description: The release of general information outlining the terms and conditions of Government of Canada new loan issues. *Topics:* New loan and bond auction press releases; prospectuses; confirmation of offering; procedures; allotments; participation; statements.

BOC/SEC-055 *Formerly Identified as:* BC-110
Domestic Financing — Matured Government of Canada Loans and Canada Savings Bonds
Description: Historical statistical information on the administrative details of each Government of Canada loan operation; used as research material for current borrowing operations. *Topics:* Loans by name or maturity. *Storage Medium:* Microfilm.

BOC/SEC-060 *Formerly Identified as:* BC-120
Government of Canada — Foreign Financing
Description: Legal documentation for Government of Canada foreign loans and standby credit facilities. Statistical information used to monitor and analyze developments in international capital markets. Statistical and administrative documentation of the procedures undertaken by the Government of Canada to borrow abroad. *Topics:* Government of Canada foreign loans issued; standby credit facilities; foreign underwriters. *Retrievability:* Files arranged by loan and issue date and by company.

BOC/SEC-065 *Formerly Identified as:* BC-130
Government of Canada Cash Projections and Debt Management Planning
Description: Information on the preparation of the Bank of Canada's projection of the Government of Canada's cash balances and the monitoring and analysis of government spending patterns. *Topics:* Federal budget and estimates; Bank of Canada projections; government cash reports; other projection reports; public accounts projections — budgetary and non-budgetary; provincial and municipal reports. *Retrievability:* Files arranged by subject, geography, institution and government department or agency.

BOC/SEC-070 *Formerly Identified as:* BC-140
Special Studies and Analysis
Description: Studies and analyses of the various techniques used to implement monetary policy, debt management and securities market strategy. *Topics:* Debt management analysis; cash reserve management studies; interest rate analysis; macroeconomics policy papers; capital market analysis; money market analysis; Canada Savings Bond analyses and surveys; studies on inflation; purchase and resale agreement studies; marketing government debt.

BOC/RES-075 *Formerly Identified as:* BC-190
General Economics and Economic Policy
Description: Information on economic history, methodology, comparative economic systems and Canadian macroeconomic policy (fiscal, monetary, wage and price controls). *Topics:* Methodology; history; systems; the public sector. *Storage Medium:* EDP systems.

BOC/RES-080 *Formerly Identified as:* BC-200
Economic Projections and Economic Models
Description: Information on the structure and use of Bank of Canada econometric models; also economic projections for the Canadian and U.S. economies. *Topics:* Models and model development; economic projections — Canada, U. S. and others. *Storage Medium:* EDP systems.

BOC/RES-085 *Formerly Identified as:* BC-210
General Outlook and Current Analysis
Description: Information on current and prospective developments in particular sectors (disaggregated according to National Income Accounts conventions) of the Canadian and U.S. economies. *Topics:* Canada — demand sectors, supply sectors, economic cycles; U.S. — demand sectors, supply sectors, economic cycles. *Storage Medium:* EDP systems.

BOC/RES-090 *Formerly Identified as:* BC-220
Quantitative Economic Methods and Data
Description: Information on quantitative methods of economic analysis and the construction of economic data (National Income Accounts, financial accounts, national balance sheets). *Topics:* Statistical methods; methods of construction and analysis; time series analysis; national income accounting; financial accounts; national wealth balance sheets; employment and income. *Storage Medium:* EDP systems.

BOC/RES-095 *Formerly Identified as:* BC-230
International, Industrial and Regional Analysis
Description: Information on the effect of international developments on the Canadian economy as well as sectoral analyses (industrial and regional) of domestic economic developments. *Topics:* International trade theory and policy; balance of payments; adjustment mechanisms; industrial studies and analysis; regional studies and analysis. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by subject, region and industry.

BOC/MFA-100 *Formerly Identified as:* BC-280
Monetary Policy
Description: Technical and econometric analyses of the role of monetary and credit aggregates as targets or indicators of monetary policy, as well as some analyses of the importance of international linkages in the conduct of monetary policy. *Topics:* Bank of Canada balance sheet data; instruments of monetary policy; targets and indicators of monetary policy; international aspects of monetary policy.

BOC/MFA-105 *Formerly Identified as:* BC-290
Chartered Bank Analysis
Description: Information on balance-sheet and income statements of chartered banks and descriptive and econometric analysis of the banking system. *Topics:* Canadian dollar assets; Canadian dollar liabilities; foreign currency business and operations abroad; earnings, expenses and balance of revenue; chartered bank operations through affiliates; financial data supplied by chartered banks. *Storage Medium:* EDP systems.

BOC/MFA-110 *Formerly Identified as:* BC-300
Non-bank Financial Intermediaries
Description: Balance-sheet data and analyses of the non-bank financial institutions. *Topics:* Trust and mortgage loan companies; credit unions and caisses populaires; sales finance and consumer loan companies; affiliates of foreign banks; life insurance companies; Québec Savings Bank; provincial savings offices.

BOC/MFA-115 *Formerly Identified as:* BC-310
Non-financial Private Sector
Description: Information on financial transactions of the non-financial private sectors of the economy (households, non-financial businesses) and their relationship to savings and investment. *Topics:* Persons and unincorporated business; financial assets and liabilities; foreign and international institutions; non-financial corporations. *Retrievability:* Files arranged by sector.

BOC/MFA-120 *Formerly Identified as:* BC-320
Mortgage Market
Description: Information on mortgage loan approvals and mortgages outstanding held by financial institutions collected for the most part from published sources; also analyses of the mortgage market. *Topics:* Private institutional lenders; government lenders; new housing; existing housing.

BOC/MFA-125 *Formerly Identified as:* BC-330
Consumer Credit Markets
Description: Information collected by the Bank of Canada or Statistics Canada on the consumer debt held by financial institutions; also analyses of consumer credit markets. *Topics:* Consumer credit data; Statistics Canada data.

BOC/MFA-130 *Formerly Identified as:* BC-340
Interest Rates
Description: Statistical information on market and administered rates in Canada and abroad; also analytical material related to interest rates, such as analyses of the term structure, of real interest rates, and of the relationship between interest rates and inflation. *Topics:* Canadian financial institutions' interest rates; Canadian securities market interest rates; American interest rates; European interest rates.

BOC/MFA-135 *Formerly Identified as:* BC-350
Financial Flows and Forecasting
Description: Information on the flow of credit between broad sectors of the economy; summary tables published semi-annually in the Bank of Canada Review. *Topics:* Financial flows matrix; credit market summary tables; sectoral analysis; financial markets projections. *Retrievability:* Files arranged by subject, sector and financial instrument.

BOC/MFA-140 *Formerly Identified as:* BC-360
Econometric Analysis and Background Studies
Description: Econometric models of financial markets, econometric analysis of the demand for financial assets, econometric investigation of financial-real linkages and general information on recent developments in econometric techniques. *Topics:* Econometric analysis of the monetary system; econometric models of markets; econometric models and financial-real linkage; technical support studies and special projects. *Storage Medium:* EDP systems.

BOC/MFA-145 *Formerly Identified as:* BC-370
Financial Developments in the United States
Description: Information on American monetary policy and recent and projected financial developments in the U.S. *Topics:* United States — monetary policy and regulations, banking system; securities markets; thrift institutions and mortgage market; financial commentaries; financial data.

BOC/MFA-150 *Formerly Identified as:* BC-380
Surveys, Reports and Returns
Description: Information on the collection of financial data required for the monitoring and analysis of financial developments. *Topics:* Reports and returns — trust companies, mortgage loan companies,

sales finance and consumer loan companies, affiliates of foreign banks; credit unions; monthly survey of short-term paper; survey of outstanding treasury bills. *Retrievability:* Files arranged by company or organization.

BOC/MFA-155 *Formerly Identified as:* BC-390
Canadian Institutions and Financial Section Automation
Description: Information on the payment systems of major Canadian institutions. *Topics:* Chartered banks and savings banks; trust and mortgage loan companies; credit unions and caisses populaires; provincial government savings institutions; Canadian government departments and agencies; retailers; communications carriers. *Retrievability:* Files arranged by company.

BOC/MFA-160 *Formerly Identified as:* BC-400
Domestic Payment System
Description: Information on planning in the Canadian payments system as it evolves towards more electronic methods. *Topics:* Canadian clearing system; task forces and committees; Canadian Computer Communications Task Force; Working Group 3 study: payments system policy; Canadian Payments Association.

BOC/MFA-165 *Formerly Identified as:* BC-410
International Payments System
Description: Information on international payments system automation research and planning. *Topics:* Bank for International Settlements (BIS); central banks; International Standardization Organization (ISO) — automation standards; Society for World-Wide Inter-bank Financial Telecommunications (SWIFT).

BOC/MFA-170 *Formerly Identified as:* BC-420
Role of Banks in Providing Computer Services
Description: Research performed by the Canadian Computer Communications Task Force and the Interdepartmental Steering Committee on the electronic payments system. *Topics:* Task forces and committees; computer services offered by financial institutions; computer services bureaus.

BOC/INT-175 *Formerly Identified as:* BC-470
Official International Reserves
Description: Information on Canada's foreign exchange reserves, including holdings of the Minister of Finance, the Receiver General and the Bank of Canada, as well as borrowings by the Canadian government in foreign currencies. *Topics:* Definitions and historical data; reports and statements on reserve status.

BOC/INT-180 *Formerly Identified as:* BC-480
Exchange Fund Account
Description: Information on the Minister of Finance's Exchange Fund Account, the principal repository of Canada's foreign exchange reserves. *Topics:* Legislation, transactions and procedures; portfolio management; Exchange Fund Account reports; official exchange market operations.

BOC/INT-185 *Formerly Identified as:* BC-490
Foreign Exchange Transactions
Description: Information on foreign exchange bookkeeping and trading procedures of the Bank of Canada and transactions with other central banks. *Topics:* Transactions and procedures; portfolio management; signing authorities; Bank of Canada foreign accounts.

BOC/INT-190 *Formerly Identified as:* BC-500
Foreign Exchange Market
Description: Information on developments in the Canadian and overseas exchange markets, trading in Canadian dollars against foreign currencies, the value of the major foreign currencies and exchange arrangements maintained by other major countries. *Topics:* Legislation; settlement procedures; reports and reviews of exchange market developments; exchange rates; exchange rates and restrictions — other countries; currency futures market. *Retrievability:* Files arranged by institution.

BOC/INT-195 *Formerly Identified as:* BC-510
Intervention
Description: Documents and papers prepared in Canada and in other major countries relating to the Working Group on Exchange Market Intervention. The group was established at the Versailles Summit of the Heads of State and Government, June 1982. *Topics:* Intervention studies. *Retrievability:* Files arranged by subject and by country.

BOC/INT-200 *Formerly Identified as:* BC-520
Contacts
Description: Information on various contacts of the Bank of Canada with institutions and organizations in the foreign exchange area in Canada and abroad, principally as an aid to monitoring and analyzing developments in exchange markets. *Topics:* Legislation and bank reporting; Canadian Bankers' Association; other brokerage services; Canadian chartered banks; central banks and monetary authorities; arrangements among central banks; foreign commercial banks; federal and provincial agencies and Crown corporations; non-bank financial institutions; non-financial institutions.

BOC/INT-205 *Formerly Identified as:* BC-530
Gold, Silver and Other Commodities
Description: Information on gold, silver and commodity market practices — statistics, legislation and official gold transactions. *Topics:* Gold legislation; gold operations; gold markets; export-import reports; silver legislation and oil.

BOC/INT-210 *Formerly Identified as:* BC-540
International Developments
Description: Information on developments in international capital markets, in particular international banking, Eurocurrency and bond markets, external debt of overseas countries, deployment of oil exporter's surpluses and recycling and major commodities, including commodity agreements.

BOC/INT-215 *Formerly Identified as:* BC-550
Federal Organizations and Interdepartmental Committees
Description: Information on federal government organizations or interdepartmental committees that deal with international economic questions in which the Bank has some involvement. *Topics:* Export Development Corporation (EDC); Canadian International Development Agency (CIDA); interdepartmental committee on commercial policy; interdepartmental committees on economic relations with developing countries; assistant deputy ministers' committees on economic relations.

BOC/INT-220 *Formerly Identified as:* BC-560
Developments in Foreign Countries
Description: Information on current economic and financial developments in overseas countries, including relations with the International Monetary Fund (IMF), economic projections for major industrial countries, international comparisons, press reports on developments in overseas countries, international capital markets and international organizations. *Topics:* Projections by international organizations and the Bank of Canada; developments in various countries — Reuters News Service; Bank for International Settlements press reviews. *Retrievability:* Files arranged by subject and country.

BOC/INT-225 *Formerly Identified as:* BC-570
International Organizations
Description: Information on the activities of various international or regional economic organizations, in particular those aspects that relate to world economic or financial issues of interest to the Bank. *Topics:* Asian Development Bank; North-South Institute; International Bank for Reconstruction and Development (IBRD);

European Economic Community (EEC); Commonwealth Meetings; Technicians of Central Banks of the American Continent (CEMLA); Summit Meeting — Group of Ten; Organization for Economic Co-operation and Development (OECD).

BOC/INT-230 *Formerly Identified as:* BC-580
International Monetary Fund
Description: Information on the work and activities of the International Monetary Fund (IMF), issues discussed at IMF Executive Board meetings and at the Interim Committee. *Topics:* IMF General Account — drawings and repurchases, special drawing rights, general arrangements to borrow; Canadian consultations; International Monetary System and Reform Exercise; amendments to articles of agreement; other lending facilities; annual meetings.

BOC/INT-235 *Formerly Identified as:* BC-590
Bank for International Settlements
Description: Information on meetings at the Bank for International Settlements (BIS), the work of various BIS committees and the provision of Eurocurrency statistics. *Topics:* Committee on Banking Regulation and Supervision; multilateral surveillance statistics meetings; Standing Committee on Eurocurrency Market; Eurocurrency statistics. *Retrievability:* Files arranged by subject, committee and country.

BOC/INT-240 *Formerly Identified as:* BC-600
Balance of Payments — Policies
Description: Statements and studies of government policies relating to the balance of payments. *Topics:* Policies — merchandise trade, services and transfers, long-term capital flows, short-term capital flows.

BOC/INT-245 *Formerly Identified as:* BC-610
Balance of Payments — Summaries
Description: Statistical documentation and information on concepts and econometric methods used in the analysis and projections of the balance of payments. *Topics:* Correspondence; statistical information and publications; EDP data management; measurement concepts; briefing notes and projections; projection methodology and documentation; analytical memoranda.

BOC/INT-250 *Formerly Identified as:* BC-620
Balance of Payments — Current Account
Description: Statistical information, reports and studies used to monitor and analyze the current account of the balance of payments. *Topics:* Merchandise trade account; merchandise exports — total, by commodity; merchandise imports — total, by end-use; current account — services, transfers.

BOC/INT-255 *Formerly Identified as:* BC-630
Balance of Payments — Capital Account
Description: Statistical information, reports and studies used to monitor and analyze the capital account of the balance of payments. *Topics:* Statistics, reports and commentaries; long-term capital; short-term capital flows through the chartered banks; short-term capital flows through non-bank channels; international indebtedness position.

BOC/INT-260 *Formerly Identified as:* BC-640
Exchange Rates and Exchange Market Analysis
Description: Studies on movements in the exchange value of the Canadian dollar and other currencies. *Topics:* Exchange rates and exchange market analysis; econometric models of the exchange rate.

BOC/INT-265 *Formerly Identified as:* BC-650
Balance of Payments by Geographical Area
Description: Statistical reports and other information used in monitoring and analyzing the balance of payments transactions by geographical area. *Topics:* Canada and the U.S.; reconciliation of Canada-U.S. balance of payments statistics. *Retrievability:* Files arranged by subject and country.

BOC/DBO-270 *Formerly Identified as:* BC-700
Government Banking and Fiscal Services
Description: Information on general banking services to other central banks and to fiscal agent services provided for the Government of Canada. *Topics: Bank of Canada Act* fees; Canadian Bankers' Association; government clearings and deposits; Canadian Payments Association; transportation of government items; Interbank International Payments System; safekeeping of valuables; Revolving Standby Credit Facility; Bank of Canada accounts at central banks; Bank of Canada gold accounts at central banks; signing authorization; Bank of Canada notes — pricing and ordering, release, circulation, transportation, redemption and disposal, commemorative coins and medals.

BOC/DBO-275 *Formerly Identified as:* BC-710
Client Accounts
Description: Information on the maintenance of client accounts and related transactions. *Topics:* Accounts related to the Government of Canada; chartered banks and non-banks; central banks and international financial institutions.

BOC/DBO-280 *Formerly Identified as:* BC-720
Loans of or Guaranteed by the Government of Canada
Description: Information on loans issued by or guaranteed by the Government of Canada for which the Bank of Canada acts as manager of the public debt; also rules, regulations and transactions of each issue. *Topics:* Transfers and exchanges; transfer and guarantee of signatures on securities — resolutions; treasury bills; Canadian National Railways bond issues; Government of Canada bonds; instructions to agents on the delivery of Government of Canada loans; Canada Savings Bonds; interest payments and commission due on foreign borrowings.

BOC/DBO-285 *Formerly Identified as:* BC-730
Bank Note Research
Description: Information on all phases of bank note design, production, anti-counterfeiting measures, distribution and special studies on the automation of handling of bank notes. *Topics:* Special studies and models; bank note design; security; bank note production — orders and inventory; distribution; automation; circulation studies; destruction of bank notes.

BOC/DBO-290 *Formerly Identified as:* BC-740
Government Banking and Agency Operations
Description: Information on field operations of banking services to other central banks and fiscal agent services provided to the Government of Canada. *Topics:* See entries BOC/DBD-270, BOC/DBD-275 and BOC/DBD-280 above. *Storage Medium:* Microfilm.

BOC/DBO-295 *Formerly Identified as:* BC-750
Government of Canada Clearings and Redemptions
Description: Information on the processing of government items and the related payments or deposits to be made to or on behalf of the government. *Topics:* Balance and recapitulations; government deposits; settlement inquiries; deposit letters; instructions to agencies; agents' daily summaries.

BOC/DBO-300 *Formerly Identified as:* BC-760
Bank of Canada Notes, Government Securities and Gold
Description: Information on the finishing, inventory and distribution of Bank of Canada notes and Government of Canada securities; the processing and destruction of used and mutilated bank notes; custodial responsibilities for gold. *Topics:* Accounting procedures; circulation; transportation; inventory; redemption and disposal of Bank of Canada notes; coins and medallions; treasury bills; Canadian

National Railway bonds; Government of Canada bonds; Canada Savings Bonds; client gold accounts and transactions.

BOC/PDD-305 *Formerly Identified as:* BC-810
Issue of Government of Canada Loans and Securities
Description: Information on the domestic and foreign borrowings by the Government of Canada for which the Bank of Canada acts as fiscal agent or participates as an advisory body. *Topics:* Government of Canada marketable bonds; Canada Savings Bonds; treasury bills; Canadian National Railway bonds; International Bank for Reconstruction and Development (IBRD) bonds; foreign loans.

BOC/PDD-310 *Formerly Identified as:* BC-820
Production of Bonds
Description: Information on all phases necessary to obtain adequate supplies of securities and their distribution to the appropriate locations. *Topics:* Bond design; bonds ordered and distributed; contracts with suppliers.

BOC/PDD-315 *Formerly Identified as:* BC-830
Maintenance of Debt Registers
Description: Information on bond owner and individual security registers and their periodic updating. *Topics:* Transfer and exchanges; change of address; lost, stolen or destroyed coupons; lost, stolen or destroyed bonds; bond registrations; bond processing; guarantee of signatures. *Storage Medium:* Microfilm.

BOC/PDD-320 *Formerly Identified as:* BC-840
Payment of Interest
Description: Information on the various means and processes by which the contractual obligation to pay interest is discharged. *Topics:* Direct deposit; cheques; coupons; cash bonuses; withholding tax; interest notices; interest cheque production.

BOC/PDD-325 *Formerly Identified as:* BC-850
Retirement of Debt
Description: Information on the process through which owners of Government of Canada securities are reimbursed at maturity or in accordance with the terms under which the securities were issued. *Topics:* Canada Savings Bonds; Government of Canada marketable bonds; treasury bills; war saving certificates; Canadian National Railways bonds; International Bank for Reconstruction and Development (World Bank) bonds; redemptions of foreign loans.

BOC/PDD-330 *Formerly Identified as:* BC-860
Accounting for the Public Debt
Description: Information on the recording, for reporting and controlling purposes, of activities for the period during which the securities are in existence. *Topics:* Accounting records and controls; financial reports.

BOC/PDD-335 *Formerly Identified as:* BC-870
Administrative Arrangements with Financial Institutions
Description: Instructions and other data made available to financial institutions through which the Bank of Canada deals with bond owners in the normal course of business. *Topics:* Issue of Government of Canada loans and securities; maintenance of debt registers; payment of interest; retirement of debt.

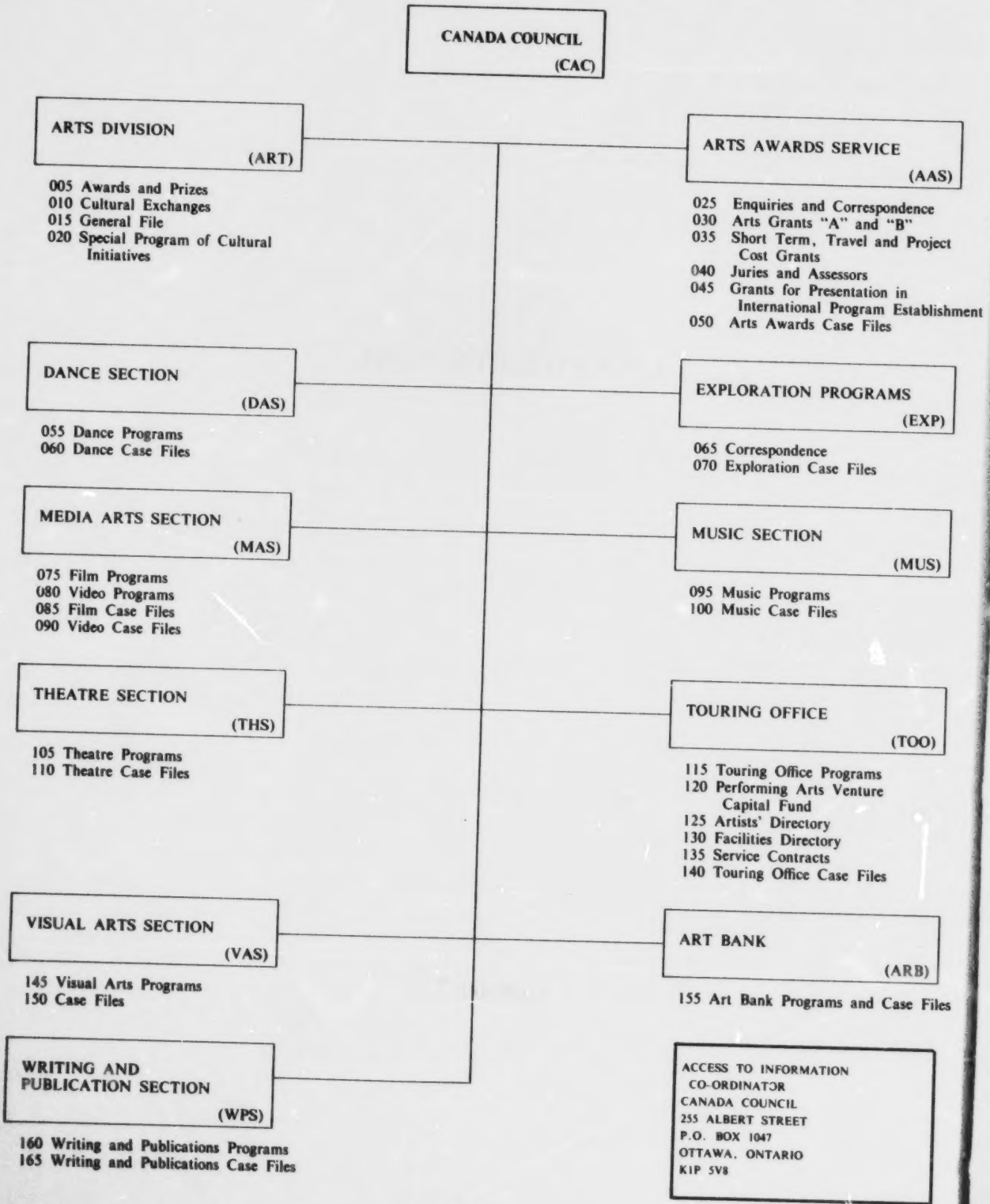
BOC/COM-340 *Formerly Identified as:* BC-920
General Accounting Records
Description: Information on various accounts and accounting as prescribed by the *Bank of Canada Act*. *Topics:* Accounts recoverable; Bank of Canada balance sheets; orders — deliveries of Bank of Canada notes; confirmation of balances and statements of gold and securities held in safekeeping for the Bank of Canada; accounting ledgers; trial balances; balance sheets and investment accounting.

BOC/COM-345 *Formerly Identified as:* BC-930
Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada
Description: Information on the custodial responsibilities of the Bank towards clients for the safekeeping of their gold or securities. *Topics:* Central banks; chartered banks; domestic financial institutions; Government of Canada accounts; Government of Canada agencies; international financial institutions. *Retrievability:* Files are arranged by organization.

CANADA COUNCIL

Chapter 7

CANADA COUNCIL



CANADA COUNCIL

Background

The Canada Council was created by Parliament in 1957 (*Canada Council Act*, 1957, RSC 1970 C.2, as amended). Its mandate, according to Section 8(1) of the Act, is to foster and promote the study, enjoyment and production of works in the arts. In particular, but without limiting the generality of the foregoing, the Council may, in furtherance of its ojectives:

— assist, co-operate with and enlist the aid of organizations, the objects of which are similar to any of the objectives of the Council;

— provide, through appropriate organizations or otherwise, for grants, scholarships or loans to persons in Canada for study or research in the arts in Canada or elsewhere, or to persons in other countries for study or research in the arts in Canada;

— make awards to persons in Canada for outstanding accomplishment in the arts;

— arrange for and sponsor exhibitions, performances and publications of works in the arts;

— exchange with other countries, or organizations or persons there, knowledge and information on the arts; and

— arrange for representation and interpretation of Canadian art in other countries.

The arts are defined in Section 2 as "architecture, the arts of the theatre, literature, music, painting, sculpture, the graphic arts and other similar creative and interpretive activities." The Council's concerns include not only existing but also emerging new artists, audiences, arts organizations and works in the arts.

Overall Responsibilities

The general policy objective of the Canada Council is to recognize, foster and promote excellence in the arts. Most of its grants are awarded through an extensive system of competitions judged by juries of practising artists and other independent specialists in the particular disciplines. The principles of advertised competition and peer evaluation are integral to the decision-making process of the Council.

Canadian Commission for UNESCO

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) under Section 8(2) of the Act, Order-in-Council PC 1957-831, and in conformity with the constitution of UNESCO.

Major Publications

The Canada Council publishes a quarterly news bulletin, a press review, a film catalogue and occasional documentary and research papers.

Manuals

- Minutes of the Canada Council — contains all decisions of the Council
- Canada Council Policies and Procedures — contains administrative and financial guidelines
- Chart of Financial Accounts — coding of all accounts pertinent to the Council's financial management information system; includes account name, code, responsibility centre, etc
- Canada Council Policies — narrative program description including general, historical, legislative and specific program information as well as description of the awarding system
- Financial and Budget Control Computer Reports — includes budget variance reports, general ledger, master vendor (grant and trial balance reports, issued monthly)
- Assessor's Book — contains names of assessors and jurors chosen from among the best professionals in the disciplines and activities concerned; reviewed and approved by the advisory arts panel members

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Canada Council
255 Albert Street
P.O. Box 1047
Ottawa, Ontario
K1P 5V8
Telephone: (613) 237-3400

Arts Division

This division is responsible for assessing and recommending applications for support to individual artists and arts organizations. It currently consists of nine sections including the Awards Service, Dance, Explorations, Media Arts, Music, Theatre, Touring Office, Visual Arts (including the Art Bank) and Writing and Publication.

Arts Awards Service

This service is responsible for support to individual professional artists for creative activity or skill improvement in architecture, arts administration, arts criticism, creative writing, dance, film, multidisciplinary work and performance art, music, photography, theatre, video, and the visual arts. Its programs include arts grants "A" and "B", short-term grants, project cost grants, travel grants, grants for international representation and visiting artist grants.

Dance Section

This section is responsible for support to professional Canadian dance companies, organizations and associations in ballet, modern and experimental dance. Its programs include grants to dance companies; grants for choreographic workshops; grants to independent choreographers; grants to dance schools; grants to service organizations; aid to dance spaces; grants to presenters of independent dancers and choreographers; and the communications fund.

Explorations Program

This program is responsible for grants given to investigate new forms of cultural expression and participation. Grants are provided to individuals or organizations for innovative projects, within or outside traditional arts disciplines, which contribute towards an understanding of Canada's cultural past or the development of its cultural future.

Media Arts Section

This section provides support for the direct, creative use of conventional and new technologies and related media by independent, professional artists. It administers three major programs: film and holography; video and audio; and integrated media (computer processing, imaging — audio and video — or system control, videotex and teletext, laser techniques, video/disc and optical storage media). Its programs include production grants, aid to organizations, special projects, grants for workshops, communications funds, videotape fund and equipment loan, and the Canada Council Film Collection.

Music Section

This section is responsible for support to Canadian music companies, organizations and associations. Its programs include grants to orchestras; grants to opera companies; grants to other music groups and organizations; grants to amateur choirs; commissioning of Canadian composers; orchestra managers' training program; aid to recording of Canadian performers and composers; and the communications fund.

Theatre Section

This section is responsible for support to professional theatre companies, organizations and associations. Its programs include grants to theatre companies, the playwrights-in-residence program and the communications fund.

Touring Office

The office supports touring by Canadian performing artists, the development of management for Canadian tours and artists and tour co-ordination and promotion. Its programs include touring grants; apprenticeship program; Concerts Canada program; festivals program; performing arts venture capital fund; and the communications fund.

Visual Arts Section

This section is responsible for support to visual arts institutions and associations. Its programs include aid to artist-run spaces; aid to public arts galleries; aid to print workshops; the visiting artist program; and artists studios in New York.

Art Bank

Within the Visual Arts Section, the Canada Council Art Bank purchases works of contemporary Canadian art and rents them to federal government departments and agencies as well as other public institutions and non-profit organizations. The Art Bank also organizes exhibitions of its collection and occasionally lends works for exhibitions by other institutions.

Writing and Publication Section

This section is responsible for support to publishing companies, organizations and associations, and for certain programs of support to writers. Its programs include block grants; project grants; translation grants; aid to periodicals; book purchase donation program; promotion and distribution of Canadian books and periodicals; promotion tours by authors; public readings program; National Book Festival; writers-in-residence program; literary prizes and awards; international writers' exchange program; and grants to national associations of writers, book publishers and periodical publishers.

Classes of Records

CAC/ART-005 *Formerly Identified as:* CC-10

Awards and Prizes

Description: Correspondence and case files on the various awards and prize programs operated by the Canada Council. *Topics:* Molson Prizes; Canada Council Medal; Governor General's Awards; Massey Awards; Canadian Broadcasting Corporation and Canada Council Awards for Young Composers; Peter Dwyer Scholarships; Canada Council Translation Prizes; Canadian Broadcasting Corporation and Canada Council Awards for Choirs; Order of Canada; Canada Council Children's Literature Prizes; Canada-French Community of Belgium Literary Prize; Canada-Australia Literary Prize; Jules Léger Prize for New Chamber Music; Victor Martyn Lynch-Staunton Awards; Welsh-Canadian Writers' Exchange; Canada-Scotland Writers-in-Residence; Canada-Switzerland Literary Prize; Healey Willan Prize for Amateur Choirs; Jacqueline Lemieux Prize; Sylvia Gelber Foundation Awards; the McLuhan Teleglobe Canada Award; Virginia P. Moore Award; Jean-Marie Beaudet Award; Glenn Gould Prize; Canada-Italy Literary Exchange; the Isaak Walton Killam Research Fellowship; and J.B.C. Watkins Awards.

CAC/ART-010 *Formerly Identified as:* CC-20

Cultural Exchanges

Description: Correspondence and case files on the Canada Council program of cultural exchanges. *Topics:* Program policy; U.S.S.R. cultural exchanges; Czechoslovakia cultural exchanges; cultural exchange conferences with U.S.A.; consultative committee on cultural exchanges program; Canadian Academic Centre in Italy; Interdepartmental Visits Panel; Australia; Austria; Queen's Fellowships; China Cultural Exchanges; Canadian-Mediterranean Institute; Federal Republic of Germany cultural exchange; Canada-France scientific exchange program: *Cité internationale des Arts;* Canadian Cultural Institute in Rome; Institute of Art and Urban Resources, New York.

CAC/ART-015 *Formerly Identified as:* CC-30

Arts Division — General File

Description: Correspondence and other information on the Arts Division, but not unique to a specific discipline or section. *Topics:* Policy; arts management and administration courses; appeal procedures; boards of arts organizations new performing arts policy; Olympics 1976; patronage; Festival Canada; limitation of the number of grants to individuals; 1988 Olympic Games; Expo 86; Twenty Plus Five (Green Paper); "Big 12" performing arts organizations; multimedia program; joint financing for the arts with business; television consultant services; conferences, meetings, seminars.

CAC/ART-020 *Formerly Identified as:* CC-40

Special Program of Cultural Initiatives

Description: Correspondence, policy information and other information on the Department of Communications' special program of cultural initiatives and the Canada Council's role as adviser to the Department of Communications for that program.

CAC/AAS-025 *Formerly Identified as:* CC-50

Enquiries and Correspondence

Description: General enquiries on eligibility for grants under programs administered by the Arts Awards Service; also general correspondence. *Retrievability:* Files arranged by enquirer.

CAC/AAS-030 *Formerly Identified as:* CC-60

Arts Grants "A" and "B"

Description: Correspondence, policy and information on the above grants, not related to the actual applications.

CAC/AAS-035 *Formerly Identified as:* CC-70

Short-term, Travel and Project Cost Grants

Description: Correspondence, policy and information on the above grants, not related to the actual applications.

CAC/AAS-040 *Formerly Identified as:* CC-80

Juries and Assessors

Description: Correspondence and other information on the Canada Council system of peer evaluation which uses juries and assessors. *Topics:* Policy architecture; dance; film and photography; music; theatre; visual arts; writing; list of assessors. *Retrievability:* Files arranged by discipline.

CAC/AAS-045 *Formerly Identified as:* CC-90
Grants for Representation in International Program Establishment (GRIPE)
Description: Policy file on the establishment and development of what is now known as the Grants for International Representation Program.

CAC/AAS-050 *Formerly Identified as:* CC-100
Arts Awards Case Files
Description: Case files for all grant and service programs administered by the Arts Awards Service with the exception of certain awards and prizes (see CAC/ART-005) and cultural exchanges (see CAC/ART-010). *Topics:* Arts grants "A" and "B"; short-term grants; project cost grants; travel grants; grants for international representation (GRIPE); visiting artists. *Storage medium:* Computer. *Retrievability:* Files arranged by applicant.

CAC/DAS-055 *Formerly Identified as:* CC-110
Dance Programs
Description: Correspondence and information, not related to the actual applications, on the grant and service programs of the Dance Section; also communications fund case files. *Topics:* Policy; dancers' salary fund; grants for training in dance administration; support to presenters of independent dancers and choreographers; guest teachers program; Guldenkian National Choreographic Summer School; communications fund.

CAC/DAS-060 *Formerly Identified as:* CC-120
Dance Case Files
Description: Case files for all grant and service programs of the Dance Section with the exception of the communications fund. *Topics:* Operating grants — large companies; operating grants — small companies; services; training creation and diffusion; other grants. *Retrievability:* Files arranged by applicant.

CAC/EXP-065 *Formerly Identified as:* CC-130
Correspondence
Description: General correspondence on the activities of the Explorations Program. *Topics:* Routine correspondence — ineligible project proposals, requests for information, requests for application forms.

CAC/EXP-070 *Formerly Identified as:* CC-140
Explorations Case Files
Description: Applications to the Explorations Program. *Topics:* Exploration grants — scripts, craft workshops, biographies, slides and related art forms, popular writing, recordings, film, video, and audio experiments, community-based cultural animation projects and local and regional histories. *Retrievability:* Files arranged by applicant.

CAC/MAS-075 *Formerly Identified as:* CC-150
Film Programs
Description: Correspondence and information on the film programs not related to actual applications; also case files for the communications fund. *Topics:* Policy; film advisory committee; Canadian film internship program; Canadian independent short film showcase; communications fund; film collection. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MAS-080 *Formerly Identified as:* CC-160
Video Programs
Description: Correspondence and information on the video programs not related to actual applications; also case files for the communications fund. *Topics:* Policy; colour studio access for artists project; video tape and equipment fund; communications fund. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MAS-085 *Formerly Identified as:* CC-170
Film Case Files
Description: Case files for all film program grants and services of the media arts section with the exception of the communications fund. *Topics:* Film program — production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

CAC/MAS-090 *Formerly Identified as:* CC-180
Video Case Files
Description: Case files for all video programs and services of the Media Arts Section with the exception of the communications fund. *Topics:* Video programs — individual grants, groups, tape and equipment fund, production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

CAC/MUS-095 *Formerly Identified as:* CC-190
Music Programs
Description: Correspondence and information which is not related to the actual applications on the grant and service programs of the Music Section; also case files for the communications fund. *Topics:* Policy; auditions — *Ecole d'art lyrique de Paris*, managerial training program for symphony organizations; choral organizations; national concert bureau; contemporary music festivals; National Music School; aid to Parallel Galleries program; New Brunswick and symphony concerts; Canada's orchestras and the Canada Council; Association of Canadian Orchestras — policy program; hiring practices of Canadian composers; Canadian content of orchestras; community musicians program; air transport of musical instruments; instrument bank; *Opéra au Québec*; commissioning of Canadian composers; publication of Canadian music; communications fund — opera; recording of Canadian music; communications fund — orchestras. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MUS-100 *Formerly Identified as:* CC-200
Music Case Files
Description: Case files for all grant and service programs of the music section, with the exception of the communications fund. *Topics:* Music program; Canadian music program; artists-in-residence program. *Retrievability:* Files arranged by applicant.

CAC/THS-105 *Formerly Identified as:* CC-210
Theatre Programs
Description: Correspondence and information, not related to actual applications, on the grant and service programs of the Theatre Section; also case files for the communications fund. *Topics:* Policy; playwrighting; theatre for young audiences; National Theatre School; Flying Squad Program; Group of Seven theatres fund; playwrights in residence program; communications fund. *Retrievability:* Files arranged by subject and, for the communications fund, by application.

CAC/THS-110 *Formerly Identified as:* CC-220
Theatre Case Files
Description: Case files for all grant and service programs of the Theatre Section with the exception of the communications fund. *Topics:* Performing companies program; service organization program; schools and universities program; Travelling Drama Critics Award; special projects. *Retrievability:* Files arranged by applicant.

CAC/TOO-115 *Formerly Identified as:* CC-230
Touring Office Programs
Description: Correspondence and information not related to actual applications to the programs of the touring office.

CAC/TOO-120 *Formerly Identified as:* CC-240
Performing Arts Venture Capital Fund
Description: Correspondence, policy and case files on the performing arts venture capital fund, administered by the Touring Office. *Retrievability:* Files arranged by applicant.

CAC/TOO-125 *Formerly Identified as:* CC-250

Artists' Directory

Description: Information on booking contacts, organizations, artists and touring activities, technical information, union affiliations and other information required by the Touring Office to produce its service publication, the Artists' Directory. *Topics:* Dance; music; opera and oratorio singers; theatre services; individuals or groups for publication.

CAC/TOO-130 *Formerly Identified as:* CC-260

Facilities Directory

Description: Technical specifications, stage plans and other information on performing arts facilities required by the Touring Office to produce its service publication, the Facilities Directory. *Retrievability:* Files arranged by province.

CAC/TOO-135 *Formerly Identified as:* CC-270

Service Contracts

Description: Project files containing correspondence, contracts, project reports and other information on service contracts provided by the Touring Office to individuals, for the provision of tour promotion, publicity and co-ordination services to arts organizations. *Retrievability:* Files arranged by project.

CAC/TOO-140 *Formerly Identified as:* CC-280

Touring Office Case Files

Description: Case files for all grant programs of the Touring Office with the exception of the performing arts venture capital fund. *Topics:* Touring grants — music, dance, theatre, other; apprenticeships; Concerts Canada; festivals. *Retrievability:* Files arranged by applicant.

CAC/VAS-145 *Formerly Identified as:* CC-290

Visual Arts Programs

Description: Correspondence and information not related to actual applications on the grant and service programs of the Visual Arts Section; also case files for the visiting artists program and the communications fund. *Topics:* Policy; exhibition at the Akademie der Kunste, Berlin 1982; import charges and copyright on works of art; studio space for visual artists; crafts program; special purchase awards, Directors' Choice; Sydney Biennial — Australia; *Représentation de l'art canadian contemporain à l'étranger;* private galleries; communications fund; visiting artists program. *Retrievability:* Files arranged by subject and, for the visiting artists program and the communications fund, by applicant.

CAC/VAS-150 *Formerly Identified as:* CC-300

Case Files

Description: Case files for all grant and service programs of the Visual Arts Section, with the exception of the visiting artists program and the communications fund. *Topics:* Galleries program; other visual arts programs — grants to print workshops, artists-in-residence, special projects. *Retrievability:* Files arranged by applicant.

CAC/ARB-155 *Formerly Identified as:* CC-310

Art Bank Programs and Case Files

Description: Correspondence, policy and information on the Art Bank. *Topics:* Advisory selection committee; photography contracts; purchases; insurance; shipping; framing; repairs and restoration; sales of slides; artist's copyright; artist's representatives; large print commission program; Sculpture Park — Ottawa; reproduction slides; Art Bank Gallery; presentations and lectures; art gallery purchases; purchases from artists; rentals to federal government departments; loans to art galleries for exhibitions; rentals to industries and corporations; sales of works; long-term loans to galleries; special purchase assistance; rentals outside the federal mandate; special projects, exhibitions, loans, rentals; Art Bank exhibitions. *Retrievability:* Files arranged by subject for program files and by applicant for case files. All program and case files, except art gallery purchases and purchases from artists, are maintained by the Art Bank. *Special Access Note:* Case files for the purchase program are maintained by the central records management unit.

CAC/WPS-160 *Formerly Identified as:* CC-320

Writing and Publications Programs

Description: Correspondence and information, not related to actual applications, on the grant and service programs of the Writing and Publication Section, other than literary awards, prizes and cultural exchanges; includes the case files of the book purchase and donation program. *Topics:* Policy; *oeuvres de Robert Elie; programme de promotion des prix littéraires;* aid to translation program; criticisms on literary grants; National Book Festival; national translation program; international translation program; public readings program; compensation for library use; book promotion and distribution; book purchase program; literary and arts periodicals; promotion tours for authors. *Retrievability:* Files arranged by subject and, for the book purchase and donation program, by applicant.

CAC/WPS-165 *Formerly Identified as:* CC-330

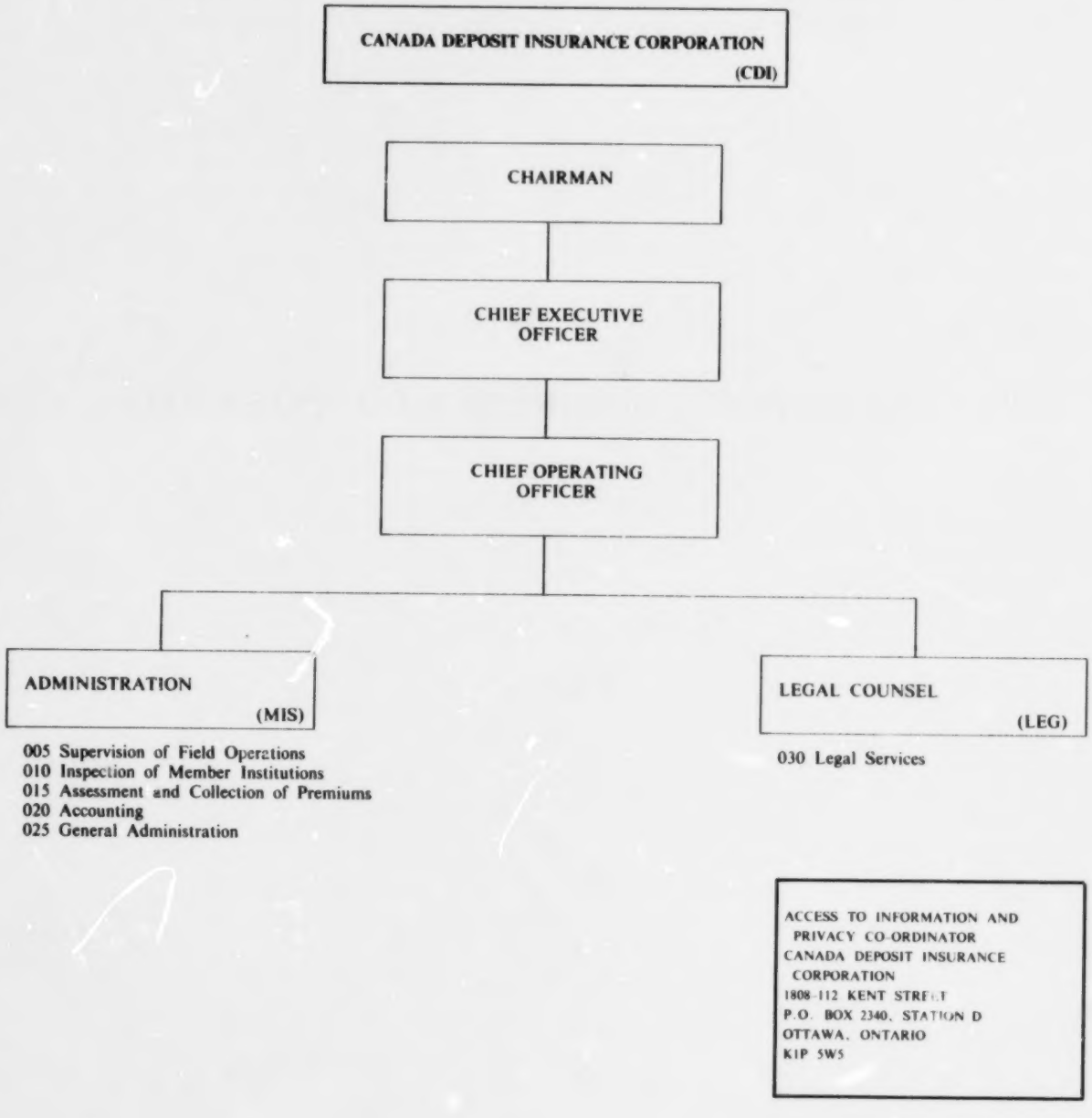
Writing and Publications Case Files

Description: Case files for all grant and service programs of the Writing and Publication Section, with the exception of the book purchase and donation program, literary prizes and awards and the literary cultural exchanges. *Topics:* Books program; promotion and distribution program; writer-in-residence program; associations program; conferences and research program; other programs. *Retrievability:* Files arranged by applicant.

CANADA DEPOSIT INSURANCE CORPORATION

Chapter 8

CANADA DEPOSIT INSURANCE CORPORATION



CANADA DEPOSIT INSURANCE CORPORATION

Background

The Canada Deposit Insurance Corporation (CDIC) was established in 1967 by the *Canada Deposit Insurance Corporation Act* to provide insurance against the loss of deposits for persons having deposits with a member institution of the Corporation, up to a maximum of $60,000 for any one depositor. Membership in the Corporation is obligatory for chartered banks, a bank to which the *Quebec Savings Bank Act* applies, and federally incorporated loan and trust companies which accept deposits from the public. Provincially incorporated loan and trust companies which accept deposits from the public are eligible to apply for membership if they have the consent of the province of incorporation. The definition of "deposit", set out in a schedule to the Act, may be summarized as: money received by a member institution that is repayable on demand, or on a fixed or determinable date that is within five years from the date of the deposit. Deposits not payable in Canada or payable in foreign currency are not insured.

Laws and Regulations

- Office Consolidation — Canada Deposit Insurance Act
- Canada Deposit Insurance Corporation General By-Law

Organization

The board of directors of the Corporation consists of a Chairman appointed by the Governor-in-Council, and four directors who hold the positions of Governor of the Bank of Canada, deputy minister of Finance, Superintendent of Insurance, and Inspector General of Banks. The board of directors reports to Parliament through the Minister of Finance.

The only personal information maintained by the Corporation is that which relates to its employees.

Publications

- Annual Report
- Information Brochure
- List of Member Institutions

Access Procedures

Please address all enquiries to

Access to Information and Privacy Co-ordinator
Canada Deposit Insurance Corporation
1808-112 Kent Street
P.O. Box 2340, Station D
Ottawa, Ontario
K1P 5W5
Telephone: (613) 996-2081

Classes of Records

CDI/MIS-005 *Formerly Identified as:* NO REFERENCE
Supervision of Field Operations (New)
Description: This division is responsible, on behalf of the Corporation, for the co-ordination of all field operations related to member institutions placed under agency and operating agreements.

CDI/MIS-010 *Formerly Identified as:* NO REFERENCE
Inspection of Member Institutions (New)
Description: By authority of the *Canada Deposit Insurance Act*, the CDIC requires that each member institution be inspected annually. Banks are examined by the Inspector General of Banks. Federal trust and loan companies are examined by the Federal Superintendent of Insurance. Provincially incorporated trust and loan companies are inspected either by the Federal Superintendent of Insurance or by the provincial superintendent in the province in which it was incorporated.

CDI/MIS-015 *Formerly Identified as:* NO REFERENCE
Assessment and Collection of Premiums (New)
Description: The *Canada Deposit Insurance Act* defines the premium rate structure that member institutions are assessed and must pay to the Corporation. The assessment is based on the insured deposit held by individual member institutions as of April 30th of the preceding premium year.

CDI/MIS-020 *Formerly Identified as:* NO REFERENCE
Accounting (New)
Description: This section provides the Corporation with monthly and annual financial statements; administers the pay and benefit section; maintains the investment portfolio; verifies and reconciles the return of insured deposits and premiums due from member institutions.

CDI/MIS-025 *Formerly Identified as:* NO REFERENCE
General Administration (New)
Description: This section handles operational planning; the disposition of real estate and real estate-related assets; the general supervision of operations.

CDI/LEG-030 *Formerly Identified as:* NO REFERENCE
Legal Services (New)
Description: This section provides the Corporation with legal services requested by the officers.

CANADA LABOUR RELATIONS BOARD

Chapter 9

CANADA LABOUR RELATIONS BOARD

CANADA LABOUR RELATIONS BOARD
(CLR)

OPERATIONS
(OPS)

005 Acquisition and Termination of Bargaining Rights
010 Complaints of Unfair Labour Practice
015 Unlawful Work Stoppage
020 Safety of Employees
025 Review and Enforcement of Orders
030 Collective Bargaining and Collective Agreements
035 Change of Terms and Conditions of Employment

ACCESS TO INFORMATION
CO-ORDINATOR
CANADA LABOUR RELATIONS BOARD
240 SPARKS STREET
4TH FLOOR, WEST
OTTAWA, ONTARIO
K1A 0X8

CANADA LABOUR RELATIONS BOARD

Background

Until the appointment of the present Board, the Canada Labour Relations Board (organized in 1948) was composed of members appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the *Industrial Relations and Disputes Investigation Act*. This dealt chiefly with applications for certification and decertification of trade unions for employees of industries that came under federal jurisdiction. This Board, which had representation from both management and labour, met when required and officers and staff of the Employee Representation branch of the Department of Labour performed the administrative and operational duties.

The present Canada Labour Relations Board was established in 1972 by the amended Canada Labour Code (R.S.C. 1970, C L-1 as amended by S.C. 1972, c. 18) and became effective March 1, 1973. The Board is designated as a Department within the meaning of the *Financial Administration Act* and reports to Parliament through the Minister of Labour.

Appointments to the Board are by Orders-in-Council, for terms of up to five years for Board members and up to ten years for Chairman and Vice-Chairmen. Section 111(2) of the Canada Labour Code provides for a Chairman, from one to five Vice-Chairmen and from four to eight Board members.

The members of the Board are full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan board they are prohibited from holding any other remunerated office or employment.

The Board conducts hearings in all provinces and territories in order to be accessible to parties having business before it. A quorum of three members, which includes the Chairman or a Vice-Chairman, has the power to transact business and hand down decisions.

Laws and Regulations

- Canada Labour Code
- Canada Labour Relations Board Regulations, 1978, SOR 78-499

Overall Responsibilities

Part V of the Canada Labour Code (Industrial Relations) charges the Board with a two-fold responsibility: to grant, modify and terminate bargaining rights; and to resolve, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers. On finding a violation of the Code, the Board is empowered to order reinstatement and compensation where appropriate. It is also empowered, upon application, to order employees to return to work in cases of illegal work stoppages and attempt to resolve or adjudicate, where necessary, various other types of disputes that may arise under Part V of the Code.

Organization

The present Board is made up of the Chairman (who is the Chief Executive Officer), four Vice-Chairmen and eight Board members. The Board has a single program consisting of the administration of certain sections of Parts IV and V of the Canada Labour Code. It is supported in this activity by investigation and mediation staff in five offices in Dartmouth, Montréal, Toronto, Winnipeg and Vancouver, as well as at its headquarters in Ottawa.

Staff in the regions and at headquarters process all applications and complaints which come before the Board, conduct investigations, mediate complaints, attempt to achieve settlements and conduct votes. Headquarters staff also provide support services at hearings and in-camera meetings, maintain a registry of case files, and issue the decisions of the Board. There is also a division which is responsible for planning and program development.

There are no operational manuals as such; various operational guidelines and directives exist, but these are not assembled in a common manual.

Major Publications

The Board publication *di* (decisions and information) contains the Board's reasons for decision in full, in both official languages, along with a brief subject index. Decisions in cases for which no formal reasons are issued are also listed briefly. The publication also contains statistical tables on the number and regional distribution of hearings held, and on the number and types of applications received during specified periods.

The Board also publishes an annual report as required by Part V of the Canada Labour Code (Industrial Relations), Section 210. The report contains a summary of the Board's activities for the fiscal year along with statistical tables and a financial statement.

The Board has also published Your Rights under the Code, a booklet designed to describe in clear language the rights and obligations of all persons and parties covered by Part V of the Canada Labour Code and to outline the procedures to be followed by persons or parties who have suffered as a result of non-compliance or violation of the Code by some other person or party.

Key Contacts

The Canada Labour Relations Board's (CLRB) five regional offices establish the Board's presence in all parts of Canada and facilitate the filing of applications and complaints. In addition to investigating applications and mediating complaints the regional offices are available to provide general information and assistance to the public in the regions.

General information may be obtained by telephone, in writing or in person at any of the regional offices and at CLRB headquarters.

Head Office

C.D. Howe Building
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8
Telephone: (613) 996-9466
Telex: 053-4426

General Enquiries

Telephone: (613) 996-9466

Library and Public Reading Room

Chief Librarian
Telephone: (613) 996-9466 ext. 231

Legal Counsel

Legal Assistant
Telephone: (613) 996-9466 ext. 224

Program and Service Assistance

Director, Operational Services and Registrar
Telephone: (613) 996-9466 ext. 260

Québec Region

Guy Favreau Complex
200 Dorchester Boulevard West
Suite 1202 — East Tower
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-3258
Telex: 05-25706

Ontario Region

Toronto Dominion Bank Tower
Suite 1905
P.O. Box 190
Toronto, Ontario
M5K 1H6
Telephone: (416) 369-3782

Western Region

1090 West Pender Street
12th Floor
Vancouver, British Columbia
V6E 2N7
Telephone: (604) 666-6001
Telex: 04-5124

Central Region

One Lakeview Square
Suite 1040
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Telephone: (204) 949-3145

Atlantic Region

Queen Square
14th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
Telephone: (902) 426-7068

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Canada Labour Relations Board
240 Sparks Street
4th Floor West
Ottawa, Ontario
K1A 0X8
Telephone: (613) 996-9466

Classes of Records

CLR/OPS-005 *Formerly Identified as:* CLRB-10
Acquisition and Termination of Bargaining Rights
Description: Case files concerning the acquisition by trade unions of the right to bargain collectively on behalf of employees in the federal jurisdiction, through certification as bargaining agent or by way of successor rights, and the termination of bargaining rights. *Topics:* Application for certification; application for declaration of single employer; application for revocation of certification; application for declaration of successor rights; application for declaration of sale of business; application for access to employer's premises for the purpose of soliciting union membership.

CLR/OPS-010 *Formerly Identified as:* CLRB-20
Complaints of Unfair Labour Practice
Description: Complaints by persons or organizations that an employer, a trade union or a person has violated or failed to comply with provisions of the Canada Labour Code, Part V (Industrial Relations). *Topics:* Complaints related to failure to bargain in good faith, interference with the bargaining rights of a bargaining agent and changing of conditions of employment without the consent of the bargaining agent during the prescribed bargaining period; complaints alleging offences by employers such as interference with the formation or administration of a union or the representation of employees by a trade union, or discrimination against employees for union membership, union activity or the exercise of their rights under the Code; complaints alleging violations by trade unions such as trying to force an employer to bargain collectively in respect of employees for whom the union is not the bargaining agent, bargaining with an employer in respect of employees with the knowledge that another organization is the actual bargaining agent, interference in the formation or administration of an employer's organization, unauthorized soliciting of employees during their working hours at their place of employment, requiring the termination of an employee for loss of union membership unless that loss of membership is the result of failure to pay the required union fees, the application of membership rules or disciplinary procedures in a discriminatory manner, and discriminating against a person in matters related to employment or union membership because a person has exercised certain rights or fulfilled specified obligations under the Code; complaints alleging failure of a trade union to represent fairly all employees in the bargaining unit, or failure to establish rules for the referral of members to employment and apply the rules fairly, and alleging failure of a trade union to provide certified financial statements of its affairs to the end of its last fiscal year to any of its members free of charge.

CLR/OPS-015 *Formerly Identified as:* CLRB-30
Unlawful Work Stoppage
Description: Applications by an employer (in the case of a strike) or by a trade union (in the case of a lockout) for a declaration that the work stoppage is unlawful and for an order returning employees to work. *Topics:* Applications concerning unlawful strikes; applications in cases of unlawful lockout.

CLR/OPS-020 *Formerly Identified as:* CLRB-40
Safety of Employees
Description: Complaints by employees either alleging that their employer has imposed a penalty on them because they refused to work in accordance with their rights under Part IV of the Canada Labour Code (Refusal to Work because of Imminent Danger) or requesting the Board to review a safety officer's decision concerning a refusal to work on grounds of imminent danger.

CLR/OPS-025 *Formerly Identified as:* CLRB-50
Review and Enforcement of Orders
Description: Applications to amend or rescind previous Board decisions or to reconsider previous decisions; requests to file Board orders in the federal court to give them the weight of an Order of the Court; or applications for the written consent of the board to prosecute an offence under the Canada Labour Code. *Topics:* Application for review; filing of Board order in court; consent to prosecute.

CLR/OPS-030 *Formerly Identified as:* CLRB-60
Collective Bargaining and Collective Agreements
Description: Applications concerning the existence of disputed collective agreements or the identification of parties bound by a collective agreement; applications concerning the failure of an employer to comply with obligations under a collective agreement respecting any proposed technological change; applications for permission to give the employer notice to begin collective bargaining

following a notice of technological change; references from the Minister of Labour directing the Board to inquire into disputes related to the settlement of first collective agreements, and to impose a first agreement on the parties if necessary; applications by parties to a collective agreement to serve notice to bargain following the establishment of a portion of the public service as a Crown Corporation and following certain determinations by the Board as to whether the agreement will remain in force, the expiration date if it does remain in force, whether the employees concerned constitute one or more units appropriate for collective bargaining, and which trade union shall be the bargaining agent for each unit. *Topics:* Determination of the existence of a collective agreement; revision of terms of collective agreement; technological change; leave to serve notice to bargain concerning technological change; provision of first agreement; portion of the public service established as Crown Corporation.

CLR/OPS-035 *Formerly Identified as:* CLRB-70
Change of Terms and Conditions of Employment
Description: Application by employers under federal jurisdiction for permission to alter the rates of pay, or any other terms or conditions of employment, or any rights or privileges of employees who are the subject of an application by a trade union to represent the employees in collective bargaining.

CANADA LANDS COMPANY LIMITED

Chapter 10

CANADA LANDS COMPANY LIMITED

Background

The Canada Lands Company Limited has, by virtue of its letters patent of incorporation, the power to acquire, purchase, lease, hold, improve, manage, exchange, sell, turn to account or otherwise deal in or dispose of real or personal property or an interest therein. However, it has been used only to hold certain leasehold interests in one property in London, England, and two properties on Indian reserves in Canada. The Corporation is also the sole or majority shareholder in three subsidiary corporations.

Organization

The Canada Lands Company Limited, has no operational staff. Its three directors are employees of Public Works Canada.

Access Procedures

Individuals seeking access to Canada Lands Company Limited information should direct requests to

Access to Information and Privacy Co-ordinator
Canada Lands Company Limited
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-4544

CANADA MORTGAGE AND HOUSING CORPORATION

Chapter 11

CANADA MORTGAGE AND HOUSING CORPORATION

CANADA MORTGAGE AND HOUSING CORPORATION (CMH)

GENERAL COUNSEL AND CORPORATE SECRETARY SECTOR (GCC)

005 Legal Documentation
010 Agreements
015 Litigation and Case Files
020 Boards and Committees
025 Federal Government Liaison
030 Conferences and Meetings
035 Organization and Authorities
040 Access Requests for CMHC Records

PROGRAMS SECTOR (PSO)

045 Social Housing
050 Federal-Provincial Housing
055 Non-Profit and Co-operative Housing
060 Rural and Native Housing
065 Program Delivery
070 Program Support
075 Municipal Infrastructure
080 Municipal Incentive Grants
085 Land
090 Neighbourhood Improvement Program and Residential Rehabilitation Assistance Program
095 Canada Home Renovation Plan
100 Rehabilitation Skills Training Course (terminated)

INSURANCE SECTOR (ISO)

105 Underwriting
110 Insured Lending
115 Mortgage Administration
120 Default Management
125 Insurance Claims
130 Home Inprovement Loan Insurance Fund
135 Interest Deferral (terminated)
140 Grant Assistance (terminated)
145 Property Administration
150 Sale of Repossessed Multiple Unit Housing Projects
155 Sale of Repossessed Single and Condominium Housing Units
160 Mortgage Rate Protection Program

NATIONAL OFFICE SUPPORT CENTRE (NOS)

165 Housing Design
170 Housing Technology
175 Appraisals

CANADA MORTGAGE AND HOUSING CORPORATION

POLICY DEVELOPMENT AND RESEARCH SECTOR (PDR)

180 Research and Development Projects and Activities
185 External Research
190 Scholarships
195 Housing Advisory Documents
200 Housing Technology Incentives
205 Strategic Plans
210 Federal/Provincial Relations
215 Policy Development and Presentations
220 Community Services Contribution Program (terminated)
225 Program Evaluation
230 Housing Survey Data
235 Demonstration Projects

ORGANIZATION DEVELOPMENT SECTOR (ODS)

300 Economic Commission for Europe Committee on Housing, Building and Planning
305 Housing Authorities
310 International Housing
315 Women and *National Housing Act* Programs

CMHC TECHNICAL SERVICES (CTS)

340 Energy Conservation
345 Programs Delivery
350 CMHC Technical Services
355 Building Materials, Systems and Equipment
360 Evaluation Reports

FINANCE AND MANAGEMENT INFORMATION SYSTEMS SECTOR (FMI)

240 Financial Control Matters
245 Financial Management Matters
250 CMHC Pension Fund
255 Systems Development Projects
260 Existing Computer Systems (ECS)
265 Business Systems Documentation
270 Quality Assurance
275 Data Processing - General
280 Technical Planning and Support
285 Production Systems
290 Computer Operations
295 Data Resource Management

OPERATIONS AUDIT DIVISION (OAD)

320 Comprehensive Audit
325 Computer Audit
330 Financial Audit
335 Special Audit

ACCESS TO INFORMATION
AND PRIVACY OFFICE
CANADA MORTGAGE AND
HOUSING CORPORATION
NATIONAL OFFICE
682 MONTREAL ROAD
OTTAWA, ONTARIO
K1A 0P7

CANADA MORTGAGE AND HOUSING CORPORATION

Background

The Canada Mortgage and Housing Corporation (CMHC) was incorporated as a Crown corporation on 1 January 1946 by an Act of Parliament, with the authority to act for the Government of Canada in all matters prescribed under the Housing Acts, principally the *National Housing Act (NHA)*. The Corporation reports to Parliament through a designated Minister. The affairs of the Corporation are managed by a Board of Directors consisting of the Chairman of the Board, the President, a designated Vice-President, five members from the public at large, and two members from the public service, all appointed by the Governor-in-Council.

Laws and Regulations

CMHC's activities are governed by the *National Housing Act* and its Regulations, the *Canada Mortgage and Housing Corporation Act* and, in certain respects, the *Financial Administration Act*.

Overall Responsibilities

The CMHC's mission as stated in the *National Housing Act* is to promote the construction of new houses, the repair and modernization of existing housing, and the improvement of housing and living conditions. Some of these programs have been used to further government objectives such as economic growth, job creation and energy conservation.

Under the terms of the *NHA*, the Corporation is authorized, on the government's behalf, to establish a system of mortgage loan insurance; to acquire and develop lands for public purposes; and to assist Canadians, mainly by the provision of loans and contributions, in gaining access to suitable accommodation, whether as homeowners, tenants or members of co-operative organizations, and in improving existing dwellings and the quality of their community environment. It also has a general mandate to improve the quality of housing and community planning through research, development and the dissemination of information, and to act as a policy adviser to the government.

The Corporation pursues its mission through seven distinct planning elements for the purpose of planning and budgeting. These include: Mortgage Loan Insurance, Market Housing, Social Housing, Rehabilitation and Conservation, Community Services, Research, Development and Information, Corporate Financing.

The Corporation's activities are grouped into three categories as provided for by its legal and financial framework: Administered Funds, Asset Administration and Services to Others, and Government Programs.

Organization

The President is the Chief Executive Officer. Other executive officers include: the Senior Vice-President; Vice-Presidents responsible for Insurance, Programs, Finance and Management Information Systems, Policy Development and Research, and Organization Development; and the General Counsel and Corporate Secretary.

The Corporation's staff of some 3,700 employees are located at the national office in Ottawa and in 70 offices throughout Canada. Its field organization is divided into five regions: Atlantic, Québec, Ontario, Prairie and Northwest Territories, British Columbia and Yukon, each headed by a general manager. CMHC Technical Services, which includes the administration of the Canadian Home Insulation Program (CHIP), is also directed by a general manager. There is a provincial director in each provincial capital in the Atlantic region and in the Prairie and Northwest Territories region who also acts as the local branch manager.

Major Publications

- CMHC Publications Catalogue (NHA 5006)
- National Housing Loan Regulations
- Residential Standards, Canada 1980 (Metric Edition) — the minimum building standards for housing built under the *National Housing Act;* issued by the Associated Committee on the National Building Code
- National Housing Act
- Canada Mortgage and Housing Corporation Act
- CMHC Guidelines and Procedures Manual (32 Volumes) — CMHC business systems documentation
- General Memoranda and the Regional Directives — specific procedures and guidelines issued concerning specific actions; General Memoranda are usually incorporated at a later date into the Guidelines and Procedures Manual
- NHA Loan Insurance Handbook — instructions on loan processing for *National Housing Act* — approved mortgage lenders, on loan administration practices, and on claims against the Mortgage Insurance Fund
- Corporation Instruction Manual — old guidelines and procedures manual containing instructions not yet incorporated into the new guidelines and procedures manual

Access Procedures

Requests for CMHC records under the *Access to Information Act* should be addressed to

Access to Information and Privacy Office
Canada Mortgage and Housing Corporation
National Office
682 Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2843

General Information

Information and Communications Centre

The Information and Communications Centre (ICOM) answers questions from the press and the public about Canada Mortgage and Housing Corporation's activities and programs, distributes publications, issues news releases and markets CMHC programs and services. To get your name on a mailing list, specify your area of interest and contact the centre at the following address:

Information and Communication Centre (ICOM)
Canada Mortgage and Housing Corporation
LaSalle Academy
373 Sussex Drive
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2609
Telex: 053-4842

Information Officers

The Corporation has trained information officers at its national office in Ottawa and in each of its regional offices across the country. The regional offices are: Atlantic, located in Saint John, New Brunswick; Québec, located in Montréal; Ontario, located in Toronto; Prairies and the Northwest Territories, located in Saskatoon; and British Columbia and the Yukon Territory, located in Vancouver. The public should enquire about CMHC programs and services at the nearest CMHC office.

Publications

The Information and Communications Centre (ICOM) maintains the CMHC publications list (NHA 5006). It includes brochures, periodicals, books and bibliographies dealing with national housing regulations and standards, home selection and housing programs, metric aids, planning, design and construction, housing rehabilitation and energy conservation, the elderly and the handicapped, and children. (For 20 copies or more a 30 percent discount is available for educational institutions and non-profit organizations.)

Library

The Canadian Housing Information Centre (CHIC) contains 60,000 publications on all aspects of house building and community development. It also has a number of special collections, including material on housing for disabled persons and all reports from the United Nations Human Settlements Conference, Habitat, which was held in Vancouver in 1976. It subscribes to 750 Canadian, British and American journals and newsletters. CHIC makes available all research reports undertaken under Part V of the *National Housing Act*. CHIC publishes and distributes quarterly a listing of all Part V studies under way or recently completed, entitled Recent Research Funded by CMHC (Quarterly Report).

The library staff will provide factual or bibliographic information on housing matters to anyone who enquires. The centre welcomes such enquiries, which may be made by mail, telephone, telegram, telex, or in person.

Documents, articles, reports and other material of reasonable length will be sent out on request. Books, extensive collections and similar material may be consulted in the Centre or in other libraries in the National Capital Region with which CMHC maintains reciprocal lending arrangements. The centre is open from 8:30 a.m. to 4:45 p.m. on weekdays from September until the end of May and from 8:30 a.m. to 4:15 p.m. from June to the end of August.

Canadian Housing Information Centre (CHIC)
Canada Mortgage and Housing Corporation
National Office
682 Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2362
Telex: 053-3674

General Counsel and Corporate Secretary Sector

The sector is composed of three units: Legal Division, Office of the Corporate Secretary and Access to Information and Privacy Office (ATIP).

Legal Division

Legal Division prepares CMHC's legislative program to effect new policy proposals, reviews proposed legislation, enactments and decisions of interest to CMHC originated elsewhere, and conducts or supervises the conduct of litigation and legal proceedings to which CMHC is a party. It also provides final legal review of, and makes recommendations to, CMHC administrators on all legal documents, CMHC programs, and federal-provincial and other intergovernmental agreements.

Manuals

- Legal Services, Vol. 28 of the CMHC Guidelines and Procedures Manual

Office of the Corporate Secretary

The Office of the Corporate Secretary is responsible for facilitating the work of members of the board of directors and officers of the Corporation by managing the decision-making process, including the process of making submissions to the board of directors and committees, the planning and organizing of meetings, and the recording, communicating and follow-up of decisions to ensure implementation. The office acts as custodian of the Corporate seal, minute books, by-laws, resolutions and CMHC Cabinet, Treasury Board and Order-in-Council submissions and decisions. The assistant corporate secretary certifies official documents and co-ordinates the production of the annual report to Parliament. The Office of the Corporate Secretary also co-ordinates liaison with the national executives of housing-related industry associations.

Manuals

- Corporate Overview, Office of the Corporate Secretary, Vol. 1 of the CMHC Guidelines and Procedures Manual — describes the decision-making process of the Corporation
- CMHC General Management Structure — describes Corporate organizational principles and managerial responsibilities and the specific roles, core functions and authorities of members of senior management
- Cabinet Paper Systems (Privy Council Office) — describes the procedures for writing and handling cabinet documents
- Office of the Corporate Secretary Procedures

Access to Information and Privacy Office

The Access to Information and Privacy Office is responsible for the co-ordination and administration of the *Access to Information Act* and the *Privacy Act* within the Corporation.

Manuals

- Access to Information, Vol. 28 of the CMHC Guidelines and Procedures Manual — describes reporting requirements and operating procedures for handling requests for access to CMHC held records. It provides information relating to the application of exemptions to records or parts of records and complaints about the Act's application. The Privacy section, in the same volume, describes policies and procedures to protect personal information and operating procedures for handling requests for personal information

Programs Sector

Social Housing Division

The division is responsible for assisting Canadians whose income is insufficient to obtain affordable, adequate and suitable accommodation by supporting the production and provision of well-targetted, cost-effective housing, either unitarily or in conjunction with the provinces, municipalities and their agencies, Indian bands and native organizations, and non-profit and co-operative housing orgainizations.

Manuals

- Social Housing, Vol. 7 of the CMHC Guidelines and Procedures Manual — describes the administration of Social Housing Programs

Rural and Native Housing Division

The division is accountable for the delivery of rural and native housing programs to natives in all areas, to Indians on reserves and to low income people, in communities with a population of less than

2,500 and for the encouragement of maximum client involvement in meeting their housing needs. It provides guidelines and procedures for field office delivery of housing units with provincial agencies, Indian and Northern Affais Canada (INAC) on-reserve activity and client groups, and renovations and repairs of units under the rural Residential Rehabilitation Assistance Program (RRAP) and Emergency Repair Program. It administers support mechanisms, including operating expense assistance, project funds, secondment of administrative and technical staff, native cadre training and client training courses, training material and equipment.

Manuals

- Rural and Native Housing, Vol. 8 of the CMHC Guidelines and Procedures Manual — describes the administration of the rural and native housing programs
- Rural Residential Rehabilitation Assistance Program (RRAP) Handbook
- Counselling Handbook — Homeownership

Residential and Community Improvement Division

The division promotes and supports the rehabilitation of substandard housing and the improvement of existing housing. It develops and maintains adequate program training and guidance material, distributes program promotion and information aids, maintains ongoing monitoring of the program management.

The division provides national direction to the land assembly, municipal infrastructure, municipal incentive grants and urban renewal programs. Its tasks include program planning, monitoring of field operations, provision of direction and assistance to field offices, development of program changes and improvements, identification of policy issues, provision of information and recommendations to management and the implementation of management decisions. The division also provides the Corporation with representation on the Treasury Board Advisory Committee on Federal Land Management.

Manuals

- Neighbourhood Improvement Program and Residential Rehabilitation Assistance Program, Vol. 6 of the CMHC Guidelines and Procedures Manual — describes the administration of these programs
- Canada Home Renovation Plan (CHRP), General Memorandum — describes policies and procedures for the program's administration
- Trainer's Guide and Student's Handbook — training and rehabilitation skills
- Municipal Infrastructure and Land Assembly, Vols. 4 and 5 of the CMHC Guidelines and Procedures Manual — describe the administration of the programs
- Corporation Instruction Manual, Urban Renewal

Insurance Sector

Underwriting Division

The division promotes the effective operations of the mortgage insurance market and the housing market by providing leadership in mortgage insurance on a full recovery basis while pursuing additional public policy objectives.

It predicts claims risks; provides claims forecasts; monitors and fosters development of the mortgage insurance market and industry; recommends changes in legislation; monitors underwriting policies and procedures; develops new policies and procedures; documents and communicates with the field and clients; provides training in mortgage loan underwriting; administers the Mortgage Backed Securities Program; evaluates special projects.

It also recommends approval of new lenders; establishes effective two-way communication with lenders, builders and realtors; promotes the use of *NHA* insurance; and monitors the financial and managerial capability of developers.

Manuals

- *National Housing Act* Loan Insurance Handbook
- Underwriting, Vol. 3 of the CMHC Guidelines and Procedures Manual — guidelines on underwriting of *National Housing Act* loans
- Common Program Guidelines and Procedures, Vol. 10 of the CMHC Guidelines and Procedures Manual — describes the reporting of statistical data for *National Housing Act* loans and the septic tank lending policy

Mortgage and Insurance Claims Division

The division develops policies and procedures and administers Corporation-owned mortgages and housing subsidy programs. It monitors and evaluates activity, reviews reports and counsels field office personnel on all their loan administration responsibilities.

The division is also responsible for the prevention and the settlement of claims against the Mortgage Insurance Fund (MIF). It recommends changes in legislation, develops policies, directives, guidelines and procedures, monitors approved lenders' arrears, and makes interventions with the lenders to ensure proper arrears control and to salvage projects in financial difficulty in order to minimize the number of claims. It is also responsible for the prompt and efficient settlement of claims against the Mortgage Insurance Fund and the Home Improvement Loan Insurance Fund.

Manuals

- *NHA* Loan Insurance Handbook
- Mortgage Administration, Vol. 9 of the CMHC Guidelines and Procedures Manual — describes internal guidelines on the administration of mortgages
- Portfolio Management Training Manual for Mortgage Administration

Real Estate Division

The division develops policies and procedures and administers real estate properties. It monitors and evaluates activity, reviews reports, and counsels field office personnel on all their property administration responsibilities.

The division also disposes of Mortgage Insurance Fund (MIF) and Corporation Owned Real Estate (CORE) assets by inviting individuals and companies to make proposals for the purchase of real estate assets, through Requests for Proposals (RFP). In conjunction with local corporate personnel, negotiations and final sales agreements are made with lead proponents following verification of their managerial background and financial capability. The division also monitors real estate marketing activities across the country for all categories of assets, and prepares and issues procedures and policies on marketing.

Manuals

- "Singles Properties Management and Disposal" Module 2 of Property Administration, CMHC Guidelines and Procedures Manual
- Real Estate Program, General Memorandum B-1646 — explains program objectives, guidelines and authorities. Although this explains program objectives, guidelines and authorities related to multiple project sales it has been complemented by a number of directives which will be embodied in a new corporate module of sales of multiple projects

- Property Administration, Vol. 11 of the CMHC Guidelines and Procedures Manual — describes internal guidelines on the administration of properties

National Office Support Centre

The centre provides professional and technical support for CMHC program operations and field offices through consultation and advisory services, information transfer, project monitoring and evaluations, and training. It advises on appraisal, housing design, building technology, technical drafting services and maintains liaison on these matters both within CMHC and with outside bodies. It also provides assistance in recruitment, training, and deployment of appraisal, architecture, planning landscape architecture and construction technology personnel. Assistance is also given for development, implementation and advice on technical standards and metric policies.

Manuals

- National Office Support Centre, Vol. 23 of the CMHC Guidelines and Procedures Manual
- Corporation Appraisal Guide

Policy Development and Research Sector

Under Part V of the *National Housing Act*, the Canada Mortgage and Housing Corporation has a mandate to undertake and support research into housing conditions, the adequacy of existing accommodation and community planning, and to disseminate the results to consumers, industry, governments, and others who can use the information to improve housing and living conditions. The Policy Development and Research Sector has five analytical divisions, a communications unit, and a small group responsible for sector administration.

Manuals

- CMHC Research Administration Process, General Memorandum B-1652

EDP Systems

- automated system for monitoring status of research projects
- partly automated listing of research consultants who have worked for CMHC or have approached CMHC for work in the past five years.

Research Division

The Research Division plans and undertakes basic research directed at understanding the conditions and relationships affecting the supply and demand for housing in Canada, along with its quality and affordability. The division is responsible for the development and implementation of CMHC'S research plan, and for making resulting research findings available to the public. External incentives programs administered by the division include the Graduate Scholarship and the External Research Programs. The division manages the Canadian Housing Information Centre, a national housing research library, through which CMHC research results are made available.

Manuals

- Graduate Scholarships Program Guidelines
- External Research Program Guidelines

Planning Division

The division prepares annually the Strategic Policy Plan and Strategic Overview, develops housing policy proposals for submission to CMHC Management, the Minister and cabinet, provides briefings on housing issues and monitors housing related developments as they may affect all levels of government, the housing industry and the consumer.

Program Evaluation Division

The division carries out periodic reviews and assessments of *National Housing Act* programs on behalf of the President. A program evaluation is intended to determine, in light of present circumstances, whether the program continues to be necessary, if the program is effective in meeting its objectives, whether its design and its results are adequate. Matters such as the rationale of the program, its impact on the public and its cost-effectiveness as compared with alternative means of program delivery are considered and recommendations for improvements are made.

Statistical Services Division

The division acquires, analyzes and makes accessible data required to monitor housing activity for public knowledge and in support of housing research and policy development. It manages major surveys conducted by or for the Corporation; disseminates *National Housing Act* program data through regular and ad hoc publications; acquires data for research applications from third parties; and produces a wide range of advisory services in fields such as operations research and financial analysis.

Manuals

- Statistical Services, Vol. 20 of the CMHC Guidelines and Procedures Manual — describes the housing starts and completions, and the completed and unoccupied dwelling surveys

Project Implementation Division

The division undertakes field application and testing of new solutions to housing technology problems which have potential to improve housing and community environments, in collaboration with the Research Division, industry, and other agencies. The division works to provide advice on good building practices and techniques to builders and other interested parties. The Housing Technology Incentives Program is administered by this division to support development of innovative new housing products. It also continues to manage the Corporation's interest in land development projects initiated in previous years under the Demonstration Program.

Manuals

- Housing Technology Incentives Program application guidelines

Policy and Research Communications Unit

The unit arranges for publication of and decides dissemination strategy for research documents produced by the sector, and assists with communication activities for policy and research undertakings.

Sector Administration Unit

This unit co-ordinates sector-wide resource planning and administrative activities, and monitors research projects and budgets.

Finance and Management Information Systems Sector

Controller's Directorate

The directorate is composed of two units: Financial Services and the Investment Portfolio Accounting Division. It is responsible for the maintenance, accuracy and custody of CMHC's accounting records and the preparation of financial statements and reports. It handles the

collection, deposit and distribution of funds payable to CMHC, establishes and maintains fiscal controls, and supervises the Corporation's investments, including the accounting and custodial activities for all *National Housing Act* loans, mortgages and federal-provincial investments. It also provides program cost information for profitability analyses, obtains recoveries of funds paid out on behalf of the government and maintains the financial agreements with the Department of Finance involving the terms and conditions of CMHC borrowings.

Manuals

- Financial Services, Vol. 16 of the CMHC Guidelines and Procedures Manual — describes accounts, accounting and financial controls
- Investment Portfolio Accounting, Vol. 17 of the CMHC Guidelines and Procedures Manual — describes operations of the Investment Portfolio Accounting Division and the accounting systems used for loans, mortgages and federal-provincial investments

Treasurer's Directorate

The directorate is composed of six organizational groups, each specializing in a specific function. These groups are: Operating Budget and Financial Analysis Group, responsible for the processes relating to the corporate business strategy, including business and functional plans, the management of the operating plan, budget and financial reporting; Capital Budget and Estimates Group, responsible for the management of the financial authorities and forecasts related to the capital budget — loans and investments, the estimates for grants, contributions and subsidies and the corporate plan long term forecast; Financial Policy Analysis Group, responsible for the development and documentation of financial policy, and procedures matters, internal control processes and the development and maintenance of the instrument of delegation financial signing authorities; Financial Performance Reporting and Analysis Group, responsible for the management of financial performance reporting, the development and maintenance of performance standards and the cost accounting policy; Corporate Financing Group responsible for the analysis and financial viability of the asset portfolio and administrative funds; Pension Fund Group responsible for the administration of the fund policies and management of its financial assets.

Manuals

- Finance Sector CMHC Guidelines and Procedures Manual, Vols. 15, 16, 17 and 18
- Instrument of Delegation of Financial Signing Authorities
- Pension Fund Handbook — describes the policies on investments of the pension fund and the rules on benefits
- Pension Fund Operations Manual — day-to-day operating procedures for the pension fund staff

Systems Directorate

The directorate is composed of four units: Systems Development Division, Business Systems Support Division, Existing Computer Systems Group and Resources Management Group. The directorate plans, designs, develops, tests, integrates, implements, documents, modifies and maintains business systems (computer and manual) to support the operational functions and the management information needs of the Corporation. It also co-ordinates the production of the Corporation's guidelines and procedures manuals.

Manuals

- CMHC Guidelines and Procedures Manual, which describes CMHC's Business Systems, 32 volumes, including a Key Word Index, a CMHC Forms Manual and a Corporate Dictionary
- Systems Development Methodology — describes step-by-step instructions to develop any new EDP system in the Corporation
- Electronic Data Processing (EDP) Standards — detailed standards for the use of the data processing staff when developing new EDP systems
- High-Level Design Methodology
- Detailed Design Methodology
- Functional Specification Manuals

Data Processing Services Directorate (DPSD)

The directorate is composed of five groups: Production Systems, Computer Operations, Technical Planning and Support, Data Resources Management and Resources Management. It operates and maintains CMHC's computer facilities, manages the level of service provided to production systems' users, manages the evolution of the Corporation's technical environment consistent with business requirements, manages the Corporation's data, assists systems developers in the introduction of new applications into the operating environment and ensures the security of the EDP environment.

Manuals

- Management Information Systems Sector, Vol. 27 of CMHC Guidelines and Procedures Manual, 3 modules — describes policies and procedures relative to acquisition of data processing facilities, operation of data processing systems and data management
- Computer Centre Operations Manuals — provides procedures for operating the CMHC Computer Centre and supporting users in the operation of their systems
- Computer Centre Users' Guide — provides information on the CMHC data processing hardware, support software and support services provided by the Data Processing Services Directorate (DPSD)
- DPSD News — provides regular updates to the Computer Centre Users' Guide
- Database Procedures Manuals — provides guidance relative to the development of systems which use the Corporate Database, and for the maintenance of the Database Management System
- Data Dictionary Users' Handbook — outlines policies, general information and procedures relative to the data stored in the Corporate Data Dictionary

Organization Development Sector

Human Resources Centre

The centre is the CMHC human resource management unit. It is responsible for developing organizational policies and model organization structures, assessing proposals for organizational changes and assisting responsibility centres in optimizing their organizational structures. It is also responsible for all aspects of personnel services such as staffing, training and official languages.

Manuals

- Human Resources Management, Vol. 12 of the CMHC Guidelines and Procedures Manual — provides the policy and procedural framework within which human resource management in CMHC is carried out

Administration Division

The division provides the overall administration support services for the national office and field offices.

Manuals

- CMHC Guidelines and Procedures Manuals, Vol. 21,

Administration; travel on Corporation business, correspondence management, records management, material management, printing and composing, telecommunications and transportation management

- CMHC Guidelines and Procedures Manual, Vol. 25, Security Services; provides security education and guidance for CMHC employees on the protection of corporate property, information and personnel, safety and emergency planning procedures
- Subject Classification Guide, Records Managment, 2 volumes

Corporate Relations Office

The office co-ordinates communication between executives and senior field officers of the Corporation and the Minister, the government and Members of Parliament and has responsibility for international relations. It also provides administrative support for the Minister, Chairman, and President by providing briefing material, preparing correspondence and preparing responses to oral and written questions in Parliament.

Manuals

- Corporate Relations Office, Vol. 1, Mod. 4, of the CMHC Guidelines and Procedures Manual

Information and Communications Centre (ICOM)

The Information and Communications Centre (ICOM) plans and implements information activities that will increase public understanding of *National Housing Act* programs and the role of the Corporation in Canada's residential and urban development. Its activities include a public enquiry service, preparation and distribution of press releases and newspaper features on CMHC programs and policies and a public awareness program. ICOM also seeks to keep special publics informed of the results of Corporation-sponsored research, including technical developments and innovations.

Manuals

- ICOM, Vol. 22 of the CMHC Guidelines and Procedures Manual

Women's Bureau and Equal Opportunity Office

The office advocates equal opportunity for women, natives, disabled and visible minorities in the activities of the Corporation, both in its policies and practices as an employer, and in *National Housing Act* policies and programs. The office has elected delegates and representatives at the national office and at all branch offices across Canada.

Manuals

- Women's Bureau Rules of Procedures and Reference Guide — a guide for representatives and delegates

Operations Audit Division

The division reports directly to the president and provides an independent audit function by systematically reviewing all the Corporation's operations including standards, administrative policies, processes, control procedures organization, computer systems. It reports final recommendations and observations to the Audit Committee of the Board of Directors.

Manuals

- Operations Audit, Vol. 24 of the Guidelines and Procedures Manual

Field Operations Sector

Regional Offices

The Corporation has five regional offices — Atlantic, located in Saint John, New Brunswick; Québec, located in Montréal; Ontario, located in Toronto; Prairies and the Northwest Territories, located in Saskatoon; and British Columbia and Yukon Territory, located in Vancouver.

The regional office is accountable for the effective and efficient direction of all the Corporation's operations in the region, conforming to established corporate objectives, policies and standards and within financial and other authorities. The office interprets corporate policies, directives and guidelines in the region's context, supplies specialized professional, technical and administrative support, and provides legal services to branch offices in the delivery of CMHC programs and the management of the Corporation's mortgage and real estate portfolio. It initiates policies and programs and participates in the formulation of corporate policies, program plans and significant decisions affecting operations within the region, including capital budget planning and allocation. In addition, the regional office and the provincial capital branch office together manage federal-provincial relations in the field of housing and community development.

Manuals

- General Memoranda and Regional Directives
- Appraisal Guide

Branch Offices

All branches across Canada are categorized by level according to volume of business activity. Level I designates the largest offices and Level IV the smallest.

These branches are responsibility centres with authority to establish goals and strategies, promote CMHC programs, decide on projects, monitor achievements and administer resources on a cost-effective basis within national and regional objectives, priorities and guidelines. Each has the responsibility for issuing mortgage insurance undertakings, making loan commitments under the Corporation's various programs and conducting housing market analysis. Level I to III branches also administer part of the Corporation's mortgage and real estate portfolio. In Level IV office territories, the property and mortgage administration functions are usually the responsibility of a higher-level office.

Level I

- Montréal, Toronto, Vancouver

Level II

- Calgary, Edmonton, Fredericton, Halifax, Hamilton, Laval, London, Longueuil, Mississauga, Ottawa, Québec, Regina, St. John's, Winnipeg

Level III

- Hull, Kitchener, Oshawa, Prince George, St. Catharines, Saskatoon, Sherbrooke, Sudbury, Thunder Bay, Victoria, Windsor

Level IV

- Charlottetown, Chicoutimi, Cranbrook, Kamloops, Kelowna, Kingston, Lethbridge, Moncton, North Bay, Red Deer, Rimouski, Saint John, Sault Ste. Marie, Sydney, Trois-Rivières, Val D'Or, Whitehorse, Yellowknife

Manuals

- Appraisal Guide
- Acceptable Building Material Handbook
- Manual of Building Material Evaluation Reports

Representative, Inspection and Administrative Offices

The offices are integral parts of the parent branch organization and are responsible for providing information to the public on CMHC programs and services. They also accept *National Housing Act* applications for processing and approval by the parent branch and may be staffed for limited loan processing, compliance inspection and real estate administration. They assist the parent branch in identifying housing needs within their area. The inspection and technical advice service is provided on CMHC programs, as well as to other government agencies and client groups. The offices thus ensure that an acceptable quality of housing construction is maintained through the application of a high standard of on-site inspections in the area which they service.

Québec Region

- Sept-Îles

Ontario Region

- Barrie, Peterborough

CMHC Technical Services

The unit is a field organization responsible for the delivery of cost-effective, high-quality technical service to CMHC programs. It has an evaluation mechanism that advises CMHC managers of the inspection services used by their office as compared with the branch plan approved by management. The unit improves the service through training, staff planning, and the development and application of performance standards. It also provides an evaluation service on various materials, equipment and systems used in housing construction and undertakes external contracts to provide inspection and related technical services on a fee-for-service basis.

Technical Services is also responsible for the CHIP Office in Montréal, which administers, under contract with the Department of Energy, Mines and Resources, the provision of grants under the Canadian Home Insulation Program (CHIP).

Since October 28, 1980, the Department of Energy, Mines and Resources has had complete legislative authority to manage this program. Any request for records subsequent to this date are to be addressed to that Department.

Manuals

- CMHC Technical Services, Vol. 26 of the CMHC Guidelines and Procedures Manual — describes the type and levels of inspections to be carried out and services available to the various CMHC programs and those of various outside clients, and the material evaluation process
- Manual of Building Material Evaluation Reports describes new and existing products used in *National Housing Act* residential construction
- Computer User Manuals
- Guidelines and Procedures for the Administration of the Canadian Home Insulation Program

Classes of Records

CMH/GCC-005 *Formerly Identified as:* CMHC-540
Legal Documentation
Description: Information on the *National Housing Act (NHA)* and the National Housing Loan Regulations (NHLR); *Canada Mortgage and Housing (CMHC) Act;* Orders-in-Council; program and project opinions, other legislation; federal and provincial laws; and various advice on the *National Housing Act* and Regulations; *CMHC Act* and related matters; judgements, doctrine and case law in general; discussion papers and miscellaneous materials and advice. *Retrievability:* Files arranged by date and section of the *National Housing Act* or by date and section of National Housing Regulations.

CMH/GCC-010 *Formerly Identified as:* CMHC-550
Agreements
Description: Information on the preparation, negotiation and signing of federal-provincial, interdepartmental and other intergovernmental contractual arrangements. *Topics: National Housing Act*, Section 40 (Federal-provincial Public Housing Agreements), Rural and Native Housing Agreements, miscellaneous agreements under various sections of *National Housing Act;* interdepartmental agreements.

CMH/GCC-015 *Formerly Identified as:* CMHC-560
Litigation and Case Files
Description: Information on the appointments and mandates of external legal counsel; information on legal counsel concerning CMHC litigation files. *Topics:* Urea Formaldehyde Foam Insulation (UFFI) claims; Mortgage Insurance Fund (MIF); *NHA* Housing Programs and personal cases (Human Resources Management).

CMH/GCC-020 *Formerly Identified as:* CMHC-10
Boards and Committees
Description: Reports, notices, minutes and decisions of the Board of Directors and management committees and related correspondence. *Topics:* Submission routing slips and register; agendas; submissions; minutes and records of decisions; distribution lists; Board of Directors — members, conflict of interest, vacancies and recommended nominees, appointments and reappointments, fees and expenses, compensation, monthly reports to Board; Pension Fund Trustees — signing resolutions, agreements, Pension Fund handbook, annual reports; regional reports. *Storage Medium:* Microfilm and microfiche.

CMH/GCC-025 *Formerly Identified as:* CMHC-20
Federal Government Liaison
Description: Information on liaison with the federal government, including cabinet, Minister responsible for CMHC, federal departments and agencies, etc. *Topics: Canada Mortgage and Housing Corporation Act* and amendments; by-laws and amendments; directions from Minister and government; government proposals on Crown corporations; liaison with government departments and agencies; submissions to council and Orders-in-Council; submissions to cabinet and cabinet decisions; submissions to Treasury Board and Treasury Board decisions; salaries for Governor-in-Council appointees; annual report.

CMH/GCC-030 *Formerly Identified as:* CMHC-30
Conferences and Meetings
Description: Information on CMHC participation in conferences, meetings, symposia and seminars. *Topics:* Meetings of senior management held outside the established board and committee structure; activities and liaison with the executive officers of housing industry associations; agendas, minutes, reports. *Retrievability:* Files arranged by organization.

CMH/GCC-035 *Formerly Identified as:* CMHC-40
Organization and Authorities
Description: Information on the execution of corporate responsibilities; corporate management structure; the instrument of delegation of financial signing authorities. *Topics:* policies and procedures; creation of and changes in organization, roles and functions and reporting relationships of senior officers; reorganization proposals and related staff studies; signing resolutions and powers of attorney.

CMH/GCC-040 *Formerly Identified as:* CMHC-41
Access Requests for CMHC Records
Description: Information and correspondence on the implementation of the *Access and Privacy Acts* within CMHC. *Topics:* Analytical statistical reports on the number of requests received; quarterly

reports to Treasury Board; annual reports to Parliament; correspondence to Treasury Board and third parties. Please address any enquiries to the Access to Information and Privacy Co-ordinator at CMHC national office.

CMH/PSO-045 *Formerly Identified as:* CMHC-100
Social Housing
Description: Information on social housing and related federal-provincial, non-profit and co-operative activities. *Topics:* Reports, booklets, program stacking; maximum unit price; integration of housing allowance. *Retrievability:* Files arranged by province.

CMH/PSO-050 *Formerly Identified as:* CMHC-110
Federal-Provincial Housing
Description: Information on the capital cost and operating cost of public housing projects, shared by federal-provincial partnership and the management of these projects; also provincially-owned and provincially-leased public housing and CMHC subsidies towards project operating costs. *Topics:* Inspections; consultants; vandalism in high-density housing; rental scale study; administration of projects; fire insurance; social and recreational facilities; tenants' associations; rent supplement plan; subsidies — claims and agreements; individual public housing projects. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Files arranged by province, municipality and project.

CMH/PSO-055 *Formerly Identified as:* CMHC-120
Non-Profit and Co-Operative Housing
Description: Information on provincial, municipal and private non-profit corporations, which operate rental housing projects for persons of low and moderate income and co-operatives, that provide housing for their low and moderate-income members. Such housing provides for an income mix in projects and encourages the restoration of existing buildings through the non-profit Residential Rehabilitation Assistance Program (RRAP); also information on the Proposal Development Funding and Community Resource Organization Program (CROP) which provides start-up financing and development assistance, including the acquisition of technical and professional services. *Topics:* Federal-provincial operating agreements; subsidy assistance; monitoring and advertising; rental scales; equity; commitments; charter approval; unit sales, sales tax rebates and exemptions; annual reporting; construction management and rehabilitation; housing acquisition techniques; public non-profit; private non-profit; continuing non-profit co-operatives; agreements; insured loans; land lease; native and urban native housing; Proposal Development Funding; CROP; non-profit RRAP. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Loan files arranged by province and locality as well as by loan files.

CMH/PSO-060 *Formerly Identified as:* CMHC-130
Rural and Native Housing
Description: Information and studies on all rural and native housing programs; also liaison with other government departments and clients. *Topics:* Rural and Native Housing Task Force; program information; native housing policy proposals; non-status Indian construction companies; newsletters; enquiries; National Anti-poverty Organization; Indian and Northern Affairs Canada. *Retrievability:* Files arranged by province.

CMH/PSO-065 *Formerly Identified as:* CMHC-140
Program Delivery
Description: Information on the Rural Residential Rehabilition Assistance Program (RRAP) and the Rural and Native Housing Program. *Topics:* Policy; procedures; forms; surveys; amendments; agreements; year-end reports; on and off-reserve RRAP; public housing negotiations; housing authorities; associations and corporations; property inventory; training seminars; training materials, workshops and equipment. *Retrievability:* Loan files arranged by province.

CMH/PSO-070 *Formerly Identified as:* CMHC-150
Program Support
Description: Information on secondment of expertise and native management training in support of CMHC social programs; also information on sustaining grants to help remote and fringe communities identify and meet their housing needs and the project funds available to rural and native community groups not sponsored by provincial or municipal agencies, to undertake housing projects for themselves and other low-income families. *Topics:* Rural and Native Housing Secondment Program and native management training — reports, training plans, salary administration, job descriptions, evaluations and related correspondence; operating expense assistance and emergency repairs. *Retrievability:* Training files arranged by province; grants arranged by province and delivery agent; projects arranged by province and project sponsor.

CMH/PSO-075 *Formerly Identified as:* CMHC-160
Municipal Infrastructure
Description: Information on loans and grants provided to municipal authorities for water and sewage treatment systems; also for planning and feasibility studies related to these systems. *Topics:* Individual loan and grant applications; federal-provincial joint committees; program monitoring; regional sewerage and water plan studies. *Retrievability:* Files arranged by province and municipality; individual case files for loans and grants.

CMH/PSO-080 *Formerly Identified as:* CMHC-170
Municipal Incentive Grants
Description: Information on the encouragement of municipalities to develop land for modest-size housing units at medium density and value; also clarification and expansion of existing policies and changes in policy, eligibility determination of special projects and advice to the Minister on upcoming grant payments for a certain period. *Topics:* Policy, procedures and enquiries; individual municipalities' requests for payments. *Retrievability:* Files arranged by province and municipality.

CMH/PSO-085 *Formerly Identified as:* CMHC-180
Land
Description: Information on federal contributions and loans to municipalities and provincial agencies, sometimes in partnership with CMHC, to acquire and develop an adequate supply of serviced residential land and to encourage a high standard of residential development; also information on lands owned by the Corporation for similar purposes; research and policy development for urban residential land use, land supply, public and private land development programs and public land assembly. *Topics:* Urban renewal; negotiations and agreements; federal-provincial land assembly planning and development; Land Assembly loans; CMHC-owned lands; market and feasibility analyses; financial viability; land disposal and leasing; policy research; Treasury Board Advisory Committee and loan insurance on federal land management. *Retrievability:* Files arranged by project, province and municipality by docket.

CMH/PSO-090 *Formerly Identified as:* CMHC-190
Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Assistance Program (RRAP)
Description: Information and correspondence on the administration and delivery of the Neighbourhood Improvement and Residential Rehabilitation programs to improve neighbourhood amenities and services and the housing and living conditions of residents. *Topics:* Monitoring and evaluations; liaison with other government departments and agencies; site clearance; agreements; non-profit RRAP; Rural and Native Housing RRAP; urban and private rental RRAP; inter-program impact; program development, including rooming houses; rehabilitation standards, conversion studies and renovations for the disabled. *Storage Medium:* EDP Systems. *Retrievability:* Files arranged by province and municipality.

Neighbourhood Improvement Program information is arranged by municipality and neighbourhood; Residential Rehabilitation Assistance Program, by individual case loan.

CMH/PSO-095 *Formerly Identified as:* CMHC-200
Canada Home Renovation Plan (CHRP)
Description: ...formation on the administration and monitoring of the Canada Home Renovation Plan. *Topics:* Regulations, program funding; eligible areas, properties, applicants, work; property standards; financing and security; CMHC agents; applications and loan process; program interfaces; inspection requirements; reports and monitoring activities. *Storage Medium:* EDP systems. *Retrievability:* Individual loan case files.

CMH/PSO-100 *Formerly Identified as:* CMHC-210
Rehabilitation Skills Training Course (RSTC)
Program terminated December 31, 1984.

CMH/ISO-105 *Formerly Identified as:* CMHC-260
Underwriting
Description: Correspondence and documents on the analysis, monitoring and evaluation of loans, mortgages and guarantees. *Topics:* Simplification of mortgage forms; claims risks; claims forecasts; underwriting policies and procedures; loan regulations; mortgage loan underwriting training; new developments in the mortgage insurance market; special projects; loan acquisition review; Mortgage Backed Securities Program. *Storage Medium:* Mortgage Insurance Fund (MIF) claims control by EDP system.

CMH/ISO-110 *Formerly Identified as:* CMHC-270
Insured Lending
Description: Information and correspondence on the insuring of eligible mortgage loans by private lenders and eligible debenture securities issued by provinces, municipalities and public housing agencies. *Topics:* Insured loans; approval of new lenders; correspondence with approved lenders; agreements; Assisted Home Ownership Plan (AHOP); Assisted Rental Program (ARP); Graduated Payment Mortgages (GPM); condominiums; Canada Rental Supply Plan; interest rates; holdbacks and liens; maximum loans; insurance fees; paid-up loans; title defects and survey; maximum selling price; monitoring; construction defects; Urea Formaldehyde Foam Insulation (UFFI); amortization and down payment; interest and underwriting fees; chattel mortgages; renegotiable interest rate mortgages; variable interest rate mortgages; collateral; rental loans; debenture financing; non-residential facilities; on-reserve loans; five-year term mortgages. *Storage Medium:* Approved lender loans on microfiche. *Retrievability:* Files arranged by approved lender, on microfiche.

CMH/ISO-115 *Formerly Identified as:* CMHC-280
Mortgage Administration
Description: Policy and correspondence on administration, monitoring and evaluation of loan activity under the *National Housing Act;* administration of some approved lender loans and advice to field offices on loan repayment and administration. *Topics:* Mortgage documentation; taxes; loan advances; insurance; statement of accounts; loan amortization and repayment; assistance reviews; rental reviews; mortgage renewals; mortgage sales; non-amortization of accounts; re-amortization of accounts; protection of mortgages that are not a first charge; discharges; partial discharges; easements. *Retrievability:* Files arranged by loan case file.

CMH/ISO-120 *Formerly Identified as:* CMHC-300
Default Management
Description: Correspondence and information on the control of approved lenders' and CMHC direct-insured loans in arrears; also CMHC interventions to salvage projects in financial difficulty and statistical data concerning arrears, trends, etc. *Topics:* Policy and procedures; approved lenders' arrears reports partly on EDP; reports and correspondence with approved lenders and CMHC field offices; monthly statistical arrears reports; transcript of accounts (on microfilm) for all centralized CMHC direct-insured loans. *Retrievability:* Arrears reports arranged chronologically by lender and individual files on all loans in arrears.

CMH/ISO-125 *Formerly Identified as:* CMHC-310
Insurance Claims
Description: Information on insurance claims and documentation of individual claims against the mortgage insurance fund. *Topics:* Policy and procedures; correspondence; individual insurance claim files — claim form, title documents and other supporting documents such as transcript of mortgage account, copies of invoices, etc. *Retrievability:* Files are arranged by docket.

CMH/ISO-130 *Formerly Identified as:* CMHC-320
Home Improvement Loan Insurance Fund
Description: Annual reports from lenders of outstanding Home Improvement Loans, information on the settlement of claims against the home improvement loan insurance fund, the collection of bad debts and the control of the fund's contingent liability for each lender. *Topics:* Policy; correspondence; individual Home Improvement Loan Insurance claims; bad debt collection reports; ledger cards (bad debts); contingent liability register. *Retrievability:* Files arranged by lender and borrower.

CMH/ISO-135 *Formerly Identified as:* CMHC-350
Interest Deferral
Description: Information on the application for and approval of assistance for mortgage renewal by interest deferral. *Topics:* Policy; correspondence; applications; approvals; deferral arrangements; statements of account; termination of assistance; arrears reporting; retroactivity; applicant files — certification by lender, application forms. *Retrievability:* Files arranged by individual, certification number and Canada Mortgage Renewal Plan (CMRP) number. Program terminated December 31, 1983. Files will be retained until 1992.

CMH/ISO-140 *Formerly Identified as:* CMHC-360
Grant Assistance
Description: Information on grant assistance under the Canadian Homeownership Stimulation Plan and the Canada Mortgage Renewal Plan. *Topics:* Policy; correspondence; applications; grant assistance; termination of assistance; statement of accounts; retroactivity; program statistical and analytical reports; applicant files — lender, record of disbursement. *Retrievability:* Grant case files arranged by individual. Programs terminated December 31, 1983. Files will be kept until December 31, 1993.

CMH/ISO-145 *Formerly Identified as:* CMHC-290
Property Administration
Description: Policy, correspondence and documents on the repair and rehabilitation, leasing, management, maintenance and sale of land and buildings owned by the mortgage insurance fund and the Corporation. *Topics:* Rent increases; rental arrears; property insurance; capital improvements; maintenance; contracts; title documents; tender calls; employee house purchase plan and sale; property revenue and expenditures; inventory of Corporation-owned properties; federal surplus land and buildings; management of inherited wartime and military housing; management of housing owned by other federal government institutions; federal-provincial land sales; sale of subsidized public housing; tenants' associations. *Retrievability:* Files arranged by municipality and project; employee house and loan case files by name of individual.

CMH/ISO-150 *Formerly Identified as:* CMHC-330
Sale of Repossessed Multiple Unit Housing Project
Description: Information on selected multiple projects repossessed by the mortgage insurance fund (MIF) or the Corporation and offered for sale to the private sector through the Request for Proposal (RFP) technique; proposals by invitation from a list of acceptable buyers with demonstrated financial and management capability and satisfactory credit standings; negotiations to sell projects. *Topics:* Project data files — photographs of buildings, physical neighbourhood characteristics of the project, rental income, project expenses; negotiation files — original proposals, offers to purchase and resulting counter-offers, final agreements for sale, evaluation of new proceeds; proponent files — statements of personal net worth, financial statements on company operations, bank references, credit reports. *Retrievability:* Files arranged by project, Request for Proposal (RFP) and buyer.

CMH/ISO-155 *Formerly Identified as:* CMHC-340
Sale of Repossessed Single and Condominium Housing Units
Description: Information on the sale of single-family dwellings (detached, semi-detached, row housing units, duplexes, triplexes) and condominium units repossessed through claims on the mortgage insurance fund (MIF) or through foreclosure on the direct Corporation loan. *Topics:* Priority for disposal (to the individual tenant-occupants, to homeowners, to investors for eventual resale); method of sale — Corporation staff. Multiple Listing Service (MLS), brokers, marketing contractors; sales documentation; performance standards in marketing of properties; sales incentives available in certain soft market areas; property appraisal and market evaluations; condominiums; properties inventory.

CMH/ISO-160 *Formerly Identified as:* NO REFERENCE
Mortgage Rate Protection Program (New)
Description: Information on lender certification, client application for MRPP protection, claim application for MRPP benefits, lender's claims application under lender's guarantee, benefit payment record, lender guarantee payment record, termination of benefit, assignment of benefit to lender/purchaser, correspondence with clients/lenders, MRPP policy, MRPP statistical and analytical reports. *Retrievability:* The files are are arranged by individual, lender certification number and MRPP number.

CMH/NOS-165 *Formerly Identified as:* CMHC-230
Housing Design
Description: Correspondence, relevant standards and guidelines, resource information, research contracts, graphics and presentations related to planning, drafting and design services for housing to field offices, CMHC divisions, outside agencies and departments. *Topics:* Building assistance, including programs for the use of solar heating; plans service; multiple unit project monitoring and design; modest house designs; site planning; monitoring of design; modest federal-provincial housing plans; audio-visuals on landscape; siting and grading of rural and native housing; project assistance, including post-occupancy evaluation; design for emergency accommodation; care facilities for the elderly; training and development, including a design service training course; underwriting presentations and the following projects: St. Lawrence, Toronto; Masonic Park, St. John's, Newfoundland; Ravin Bleu, Boulevard Riel, Hull; Complexe Guy Favreau, Montréal. *Retrievability:* Files arranged by project.

CMH/NOS-170 *Formerly Identified as:* CMHC-240
Housing Technology
Description: Correspondence, information and draft reports on technical and engineering services necessary to meet the current needs of program delivery and objectives. *Topics:* Technical builders' bulletins; CMHC-prescribed standards of construction; Residential Rehabilitation Assistance Program monitoring; Real Estate Master Construction and maintenance specifications.

CMH/NOS-175 *Formerly Identified as:* CMHC-250
Appraisals
Description: Correspondence and information on appraisal support services for CMHC program operations. This includes consultation, liaison and advice on appraisal matters in CMHC, with other government departments and outside bodies; information transfer; project monitoring evaluation and training; assistance in the administration of the appraiser's career progression program. *Topics:* Monitoring and evaluation of projects — maximum unit prices, land values and land services costs, Urea Formaldehyde Foam Insulation (UFFI) houses; monitoring basic rates; mobile homes; rehabilitation procedures and costs; low end of market rents; appraisal training and workshops. *Retrievability:* Files arranged by project.

CMH/PDR-180 *Formerly Identified as:* CMHC-370
Research and Development Projects and Activities
Description: Information on research and development projects, activities and plans, and the distribution of resulting information. *Topics:* Housing demand and the need for housing assistance; housing finance, mortgage and capital markets; housing supply, distribution, and the residential construction industry; housing performance, quality, and the testing and development of solutions to technical problems in housing and community infrastructure; liaison and communication activities with consumers, agencies and industries connected with housing activity; research and development support activities; research and activity plans. *Retrievability:* By subject area and/or contractor.

CMH/PDR-185 *Formerly Identified as:* CMHC-380
External Research
Description: Information and correspondence on the provision of grants in support of advanced research in the social, economic, legislative, environmental, physical or administrative aspects of housing; available to independent researchers as well as those in Canadian universities, institutions, private consulting firms, the professions, and the housing industry. *Topics:* Applications; advertising; awards committee; yearly program planning. *Retrievability:* Files arranged by applicant.

CMH/PDR-190 *Formerly Identified as:* NO REFERENCE
Scholarships (New)
Description: Information and correspondence on the provision of graduate scholarships in support of advanced education and the development of expertise in the fields of housing and community planning. *Topics:* Applications, advertising, awards committee, program planning. *Retrievability:* Files arranged by applicant.

CMH/PDR-195 *Formerly Identified as:* CMHC-390
Housing Advisory Documents
Description: Information on research and development of community and building standards and guidelines; also documentation and dissemination of technical information on these standards and guidelines. *Topics:* Site planning; noise; grading and landscaping; residential buildings, insulation; internal space in dwellings; condensation, ventilation, vapour barriers and air quality; windows, doors, walls and floors; moveable insulating devices; mobile homes; nursing homes; septic tanks; radon gas; wood foundations; fire ratings; wood framing techniques; shell housing; log houses; density of housing; leisure facilities; parking; facilities for disabled and elderly, housing access. *Retrievability:* By subject.

CMH/PDR-200 *Formerly Identified as:* CMHC-410
Housing Technology Incentives
Description: Information on contributions to developers, builders and manufacturers of housing and building products to pay for the special costs of developing and testing innovative ideas and products. *Topics:* Program enquiries; objectives and priorities; lists of associations and memberships; consultations; project applications; drawings; contracts; project payments; evaluation reports; selection committee.

Retrievability: Files arranged by year and individual application. Applications for access are subject to third party intervention.

CMH/PDR-205 *Formerly Identified as:* CMHC-442
Strategic Plans
Description: Assignments, correspondence and background documents related to the annual updates of the CMHC strategic plan. *Topics:* Files containing current and past assignments and correspondence by year of the strategic plan; documents relating to annual planning sessions and to goal assignments for Vice-Presidents and general managers; housing issues, analyses and housing market studies; background material on the preparation of corporate, regional and branch plans. *Retrievability:* By subject.

CMH/PDR-210 *Formerly Identified as:* CMHC-443
Federal/Provincial Relations
Description: Federal/provincial housing programs, policies and priorities; interface between federal and provincial housing departments and agencies, e.g., negotiations and agreements. Briefings to federal Minister; CMHC management; Federal/Provincial Relations Office (FPRO); Privy Council Office (PCO) and other federal agencies on federal/provincial relations in the housing field. *Topics:* Federal/provincial committees; federal/provincial conferences, meetings (ministers and officials); general correspondence relating to federal/provincial matters; provincial profiles; agreements; briefings; fiscal arrangements; negotiations; provincial budget and throne speeches; provincial programs; provincial structure. *Retrievability:* By subject and province.

CMH/PDR-215 *Formerly Identified as:* CMHC-444
Policy Development and Presentations
Description: Background documentation on policy proposals, new programs, research and demonstration activities, draft policy proposals, communication plans, and speeches. *Topics:* Background documentation by topic including shelter allowances, special housing needs, rental housing; draft policy proposals; draft cabinet papers; cabinet documents and communications plan guidelines; communication plans by topic; Minister's policy speeches; President's speeches; senior corporate officers speeches. *Retrievability:* By subject topic and programs.

CMH/PDR-220 *Formerly Identified as:* CMHC-445
Community Services Contribution Program
Program was terminated in 1984.

CMH/PDR-225 *Formerly Identified as:* CMHC-441
Program Evaluation
Description: Information relating to the development of CMHC five-year program evaluation plans and amendments; correspondence, surveys, studies, reviews relating to evaluation of specific *National Housing Act* (NHA) programs to assess whether they are meeting the objectives of: accessibility, affordability and suitability for Canadians in various areas of the country. *Topics:* CMHC five-year program evaluation plan; public housing tenant surveys; non-profit and co-operative housing; social housing; rent supplement; rural and native housing; Residential Rehabilitation Assistance Program (RRAP); mortgage insurance; Canada Home Renovation Program; Federal Housing Action Program (FHAP); Assisted Home Ownership Program (AHOP). *Retrievability:* Arranged by subject area.

CMH/PDR-230 *Formerly Identified as:* CMHC-450
Housing Survey Data
Description: Data acquired through regular Corporation surveys or from Statistics Canada reports; includes correspondence, programs, descriptions, approvals, contracts and analyses. *Topics:* Multiple-unit rental buildings; conventional lending, housing starts and completions; market absorption; apartment vacancies, rents; census and ad hoc survey information. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by geographic location and survey.

CMH/PDR-235 *Formerly Identified as:* CMHC-470
Demonstration Projects
Description: Information on specific projects undertaken to test the feasibility and cost of particular new housing designs and concepts, demonstrate the viability of alternative approaches to the provision of shelter and associated services and improve housing and community environments. *Topics:* Submissions and briefs; financial arrangements for projects; feasibility studies; planning and design; special studies; agreements; selection of consultants; contracts; meetings and committees for the following projects; LeBreton Flats, Ottawa; Market Square, Saint John; Maryfield, Charlottetown; Revelstoke, British Columbia; St. Pierre Street, Montréal; Vieux Port, Montréal; Vieux Port, Québec; Woodroffe Avenue, Ottawa. *Retrievability:* By project or activity.

CMH/FMI-240 *Formerly Identified as:* CMHC-472
Financial Control Matters
Description: Records in this category of classes cover the overall financial management and activities reflecting the receipt, control and expenditures of Corporation funds. *Topics:* General ledger, financial reports, accounts and accounting allotments and transfers, audits and audit claims, financial agreements with the Department of Finance (terms and conditions of CMHC borrowings), debenture accounting, investment portfolio accounting, banking methods and bank reconciliation, budgetary practices, personal and service contracts, expenditure transactions, personnel payroll transactions, bank direct deposit computer tape, employee time reporting system, financial signing authorities, cash, funds, grants, subsidy administration, accounts receivable from the Minister, (government subsidies disbursed by CMHC) and other fiscal details. *Retrievability:* EDP, by accounts by subject, by activity, by responsibility centres and by loan case files.

CMH/FMI-245 *Formerly Identified as:* CMHC-474
Financial Management Matters
Description: Records in this category of classes cover the overall financial management and activities of CMHC. *Topics:* Financial forecast, financial reporting systems and financial management reports, performance reports, CMHC's administrative expenses budget, including furniture and equipment, staff-year allocation, lending and budgetary expenditures, regional budget allocations, CMHC financial Guidelines and Procedures Manuals, instrument of delegation of financial signing authorities. *Retrievability:* By subject, *National Housing Act* programs, by manual number.

CMH/FMI-250 *Formerly Identified as:* CMHC-476
CMHC Pension Fund
Description: Information concerning pension fund investments. *Topics:* Mortgages; equity shares; bonds; short-term investments; real estate; reports and financial statements; actuarial valuation; banking; investment counsel; pension fund Board of Trustees; investment committee; agreements. *Retrievability:* By subject.

CMH/FMI-255 *Formerly Identified as:* CMHC-478
Systems Development Projects
Description: These files contain information on system projects while they are in development. *Topics:* Statement of requirements, advisability study, system design, programs, user manuals, quality assurance data, testing data, plans and budgets. *Retrievability:* By project.

CMH/FMI-260 *Formerly Identified as:* CMHC-480
Existing Computer Systems (ECS)
Description: These files contain information on modifications to the Corporation's active computer systems. *Topics:* Computer system documentation, records of change to systems, changes in progress. Automated information maintained is finance; administration; market analysis; housing program operations; technical services; mortgage

administration; real estate management; personnel information systems. *Retrievability:* Files arranged by system.

CMH/FMI-265 *Formerly Identified as:* CMHC-490
Business Systems Documentation
Description: This class covers correspondence and material related to the development and maintenance of all formal Corporation manuals such as the Guidelines and Procedures Manuals, the Approved Lenders' Handbook, policy and technical bulletins and memoranda. It also maintains information on the preparation, design and improvement of forms used by the Corporation and its clients. *Topics:* Forms; guidelines and procedures; approved lenders' handbook, general memoranda (to corporate staff); builders' bulletins; advice to approved lenders. *Retrievability:* Microfiche, by subject, information concerning forms is filed by numerical sequence.

CMH/FMI-270 *Formerly Identified as:* CMHC-491
Quality Assurance
Description: This class covers information to review the quality of computer systems at each sub-phase of the project life-cycle, including testing of computer programs manual and automated procedures, also the adherence by staff to CMHC EDP standards. *Topics:* New computer systems development; existing computer systems. *Retrievability:* EDP, by subject.

CMH/FMI-275 *Formerly Identified as:* CMHC-492
Data Processing — General
Description: Correspondence of a general nature relating to the operation of CMHC's computer services. Includes correspondence both with in-house users and private sector suppliers of computer related services. *Topics:* Requests for proposal; manufacturers' data processing and suppliers' correspondence; contingency planning; CMHC users of data processing services. *Retrievability:* Arranged by subject. Manufacturers arranged alphabetically.

CMH/FMI-280 *Formerly Identified as:* CMHC-493
Technical Planning and Support
Description: Technical aspects and administration of CMHC data processing facilities and services. *Topics:* Mainframe, hardware and software products; EDP services and facilities management; data communications network and associated equipment; systems engineering development project support. *Retrievability:* Arranged by subject and project.

CMH/FMI-285 *Formerly Identified as:* CMHC-494
Production Systems
Description: Correspondence relating to the operation of production systems. *Topics:* Internal project information (strategic and tactical plans); service level agreements; problem management reports; change management reports; system acceptance reports; special requests; standards and procedures; vendor (suppliers of computer related services) correspondence; contingency planning; EDP security. *Retrievability:* Arranged by subject. Vendor files arranged by company name.

CMH/FMI-290 *Formerly Identified as:* CMHC-495
Computer Operations
Description: Information relating to the day-to-day operations of CMHC data processing services. *Topics:* Reports; backup data entry tapes, log books and journals; program listings; detailed planning activities; hardware and software planning, installation and maintenance; computer capacity planning; performance measurement of equipment and software; problem/change management. *Retrievability:* Arranged by subject, project, product and company.

CMH/FMI-295 *Formerly Identified as:* CMHC-496
Data Resource Management
Description: Technical aspects and administration of policies and procedures for management of data on computer in CMHC. *Topics:* Database management; database software technical support usage; collection and analysis of data coding and classification of data; corporate data dictionary/directory; end-user access to data; data management support to computer system development projects. *Retrievability:* Arranged by subject and project.

CMH/ODS-300 *Formerly Identified as:* CMHC-500
Economic Commission for Europe (ECE) Committee on Housing, Building and Planning
Description: Information on the CMHC role in the committee's session and study tour in 1983 and their organization. *Topics:* The Economic Commission for Europe (ECE) Committee on Housing, Building and Planning, forty-fourth session in 1983; ECE group of experts on urban and regional research 1983; study tour.

CMH/ODS-305 *Formerly Identified as:* CMHC-510
Housing Authorities
Description: Information on the formation of housing authorities and appointment of members to housing authority boards responsible for administering federal-provincial low-rental housing projects; related correspondence. *Topics:* Federal representatives to nominating committees; formation of housing authority boards; federal representatives on boards; board membership. *Retrievability:* Files arranged by municipality.

CMH/ODS-310 *Formerly Identified as:* CMHC-520
International Housing
Description: Information on international agreements and correspondence on bilateral and multilateral housing issues; also information dealing with the United Nations, the Organization for Economic Co-operation and Development (OECD) and interdepartmental committees dealing with housing. *Topics:* United Nations and regional economic commissions; major UN conferences; other international organizations; international non-governmental organizations; special international projects; international involvement of provinces and territories; country files, including contracts with/or events in foreign countries; interdepartmental committees on international matters. *Retrievability:* Files arranged by international organization and country.

CMH/ODS-315 *Formerly Identified as:* CMHC-530
Women and National Housing Act Programs
Description: Information on issues and concerns related to women as consumers of housing and clients of the Corporation; also efforts to ensure that the act is non-discriminatory and meets women's housing needs. *Topics:* Mortgage market; presentations to women on housing; single-parent families; needs of the elderly; research programs; *National Housing Act* impact on women; social housing.

CMH/OAD-320 *Formerly Identified as:* CMHC-50
Comprehensive Audit
Description: Correspondence and assessment reports on the extent to which financial, human and physical resources are managed for effectiveness and efficiency by the Corporation's responsibility centres. *Topics:* Audit reports for responsibility centres within national office and field offices. *Retrievability:* Files arranged by responsibility centre.

CMH/OAD-325 *Formerly Identified as:* CMHC-60
Computer Audit
Description: Correspondence and audit reports on existing computer systems and systems under development to insure compliance with corporate and industry standards. These contain information on the use, maintenance, efficiency and effectiveness of systems. There is also information on the validity of the data, processing procedures,

security and information generated by the systems. *Topics:* Development of computer audit capability; EDP reviews; special audits; Mortgage Portfolio Management Systems (MPMS) phases.

CMH/OAD-330 *Formerly Identified as:* CMHC-70
Financial Audit
Description: Composite and financial audit reports on financial planning, accounting, custodial and control activities of responsibility centres within national office and field offices; independent and external audits of Corporation books and financial statements and related correspondence.

CMH/OAD-335 *Formerly Identified as:* CMHC-80
Special Audit
Description: Audits and related correspondence on specific areas of concern carried out upon direction from the president or chairman of the audit committee and often required by unexpected and unusual circumstances. *Topics:* Provincial housing organizations; federal and provincial programs; *National Housing Act*, Section 40; rural and native housing; approved lender audits; mortgage insurance fund multiple unit housing projects.

CMH/CTS-340 *Formerly Identified as:* CMHC-220
Energy Conservation
Description: Information and correspondence on CMHC programs prior to October 28, 1980 to assist homeowners in upgrading the insulation of older homes. Also, liaison with the Department of Energy, Mines and Resources on policy matters related to the delivery of Canadian Home Insulation Program (CHIP), Home Insulation Program (HIP), and other government programs to reduce the national energy consumption is included. *Topics:* Home Insulation Program (HIP), for homes in Prince Edward Island and Nova Scotia; Canadian Home Insulation Program (CHIP), for homes in other provinces and territories; National Energy Program. *Retrievability:* Files arranged by province.

CMH/CTS-345 *Formerly Identified as:* CMHC-650
Programs Delivery
Description: Information and correspondence, since October 28, 1980, on CMHC's participation with the Department of Energy, Mines and Resources in the delivery of federal assistance to upgrade the insulation of older homes. *Topics:* Administration and contractual arrangement with the Department of Energy, Mines and Resources; budget and program forecasts; activity reports.

CMH/CTS-350 *Formerly Identified as:* CMHC-670
CMHC Technical Services
Description: Information on internal agreements and external contracts on a fee-for-service basis to provide technical services such as housing inspections. Also instruction and advice to CMHC technical staff on individual housing projects is contained. *Topics:* Service to clients on CMHC programs; Canadian Home Insulation Program (CHIP); Multiple Unit Residential Building (MURB) Certificate of Multiple Unit Residential Construction Starts; Home Warranty Program; Department of Energy, Mines and Resources; Indian and Northern Affairs; other government agencies; Canadian General Standards Board; Canadian Standards Association; inspection training; technical bulletins; metric conversion; renewable energy; general engineering data on residential construction. *Retrievability:* Files arranged by project.

CMH/CTS-355 *Formerly Identified as:* CMHC-680
Building Materials, Systems and Equipment
Description: Information on materials, systems and equipment from manufacturers requesting CMHC evaluation and various governments, individuals, architects, engineers and academic institutions concerning the publication and distribution of the Manual of Building Material Evaluation Reports. *Topics:* Requests from clients for evaluation by CMHC — brochures, drawings, test reports of different materials to meet particular standards for particular products written by Canadian Standards Association and the Canadian General Standards Board; correspondence on new products, requesting a review of innovated materials by National Research Council or Forintek; requests and replies on the manual. *Retrievability:* Files arranged by individual or company.

CMH/CTS-360 *Formerly Identified as:* CMHC-690
Evaluation Reports
Description: Information on particular products, systems or equipment that has been evaluated by CMHC. *Topics:* Requests for evaluation which could include application form; drawings; test reports; evaluation report. *Retrievability:* Files arranged by material, system or evaluated equipment using the MASTER FORMAT system.

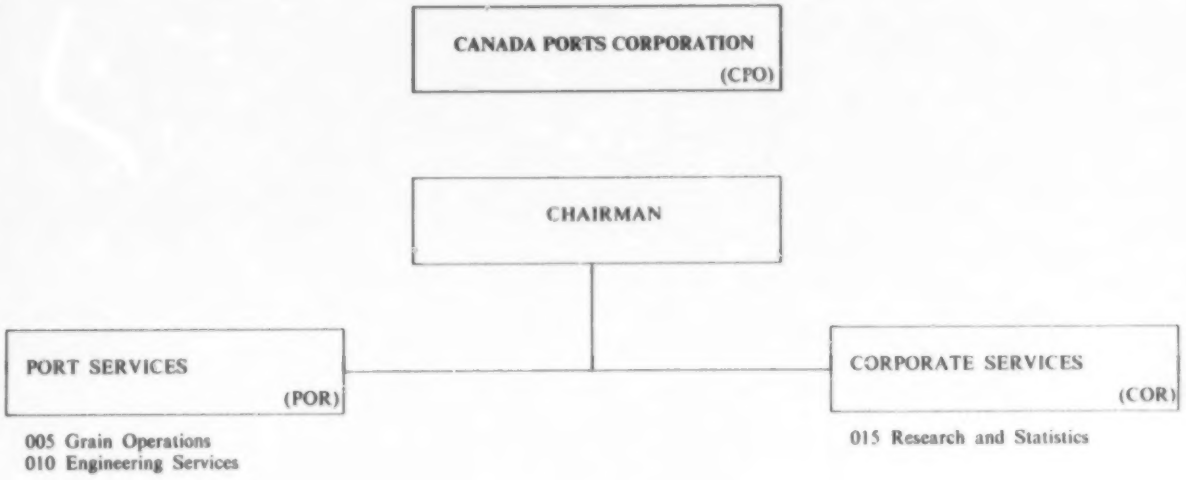
Deleted Classes of Records

CMHC-400 Community Infrastructure Research
CMHC-420 Mortgage Capital Markets
CMHC-430 Housing Requirements and Housing Needs
CMHC-440 Real Estate Development Industry
CMHC-460 National Housing Act Data

CANADA PORTS CORPORATION

Chapter 12

CANADA PORTS CORPORATION



ACCESS TO INFORMATION
CO-ORDINATOR
PORTS CANADA
PLACE DE VILLE, TOWER A
320 QUEEN STREET
OTTAWA, ONTARIO
K1A 0N6

CANADA PORTS CORPORATION

Background

The Canada Ports Corporation was established by the *Canada Ports Corporation Act* 1983. This Act amended the *National Harbours Board Act of 1936, the* Movement Harbours and Piers Act and the *Harbours Commission Act*. Reporting to Parliament through the Minister of Transport, Ports Canada is a Schedule C2 Crown corporation.

Overall Responsibilities

The Canada Ports Corporation (Ports Canada), is responsible for administering its ports under a common objective and to ensure that they meet the federal government's responsibility for national ports and the optimum deployment of resources. The Canada Ports Corporation shares with other marine components the broad objective of attending to the development and operation of a safe and efficient national marine transportation system.

Ports Canada is also responsible for ensuring that ongoing maintenance, upgrading and major expansions to port facilities and infrastructure will provide enhanced services to port users on a competitive and cost-effective basis, both for domestic and international customers.

Organization

The management structure of Ports Canada consists of a national board of directors, a chairman, vice-chairman, full-time president and chief executive officer, and fourteen other members serving in a part-time capacity representing broad regional and national interests in port matters. There are also four vice-presidents representing Finance, Legal Services, Port Services and Corporate Services. The Act also gives the board powers to establish local port corporations, at any of the 15 ports of Ports Canada, which meet the criteria of national and regional significance, local interest and financial viability.

The ports of St. John's (effective June 1, 1985), Halifax, Québec, Montreal, Vancouver and Prince Rupert have obtained the status of local port corporations. Other non-corporate ports are located in Saint John and Belladune, New Brunswick; Chicoutimi, Baie des Ha!Ha!, Sept-Iles, and Trois-Rivières, Québec; Prescott and Port Colborne, Ontario, and Churchill, Manitoba.

General Information

General information may be obtained by writing or calling

Communications Services
Ports Canada
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1A 0N6
Telephone: (613) 996-6400
Telex: 053-4127

Access Procedures

Official requests for Ports Canada records under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Ports Canada
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1A 0N6
Telex: 053-4127

Port Services Branch

This branch is accountable for providing engineering and technical support services to non-corporate ports and, on request, to local port corporations. It also provides expert advice to the Corporation's board of directors and senior management in order to contribute to the safety, efficiency and cost-effectiveness of Canada Ports Corporation facilities. The branch directs grain operation at Prescott, Port Colborne and Churchill towards the achievement of established revenue and profitable objectives.

Manuals

- Engineering Policies and Procedures

Corporate Services Branch

This branch develops, integrates, implements and evaluates, in a timely and result-oriented manner, the planning process and the resulting plans of the corporation. The branch also develops and implements the statistical, quantitative and financial analysis systems required in support of all corporate decisions.

Classes of Records

CPO/POR-005 *Formerly Identified as:* PC-10
Grain Operations
Description: Information on Ports Canada grain operations: *Topics:* Leases; tariffs; operation; construction; maintenance; charges; purchasing; equipment.

CPO/POR-010 *Formerly Identified as:* PC-20
Engineering Services
Description: Information on the planning, design, construction and maintenance of the corporation's facilities. *Topics:* Consultants, construction and maintenance.

CPO/COR-015 *Formerly Identified as:* PC-30
Research and Statistics
Description: Information and statistics on tariffs, marketing and goods. *Topics:* Tariffs; marketing; requests for information.

CANADA POST CORPORATION

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 13

CANADIAN AVIATION SAFETY BOARD

Chapter 14

CANADIAN AVIATION SAFETY BOARD

Background

The *Canadian Aviation Safety Board Act* was proclaimed May 1, 1984, taking full effect on October 1, 1984. This legislation followed acceptance by Cabinet of the recommendations made in the Dubin Report concerning Aviation Safety in Canada, which was published in May 1981.

Laws and Regulations

The Board operates under the *Canadian Aviation Safety Board Act* and the Canadian Aviation Safety Board Regulations.

Overall Responsibilities

The objective of the Board is to advance aviation safety

- by identifying safety deficiencies as evidenced by aviation occurrences;
- by conducting independent investigations and, if necessary, public enquiries into aviation occurrences in order to discover contributing factors and causes;
- by publicly reporting on its investigation and on the findings and by making recommendations designed to eliminate or reduce safety deficiencies.

It is not the objective of the Board to determine or apportion any blame or liability in connection with an aviation occurrence.

Organization

The Board consists of the Chairman and six members and is supported by an executive director and five branches: Investigation, which includes six regional investigation offices; Safety Programs; Safety Engineering; Safety Medicine; and Administration.

Regional Offices

Atlantic Region
175 Edinburgh Drive
P.O. Box 42
Moncton, New Brunswick
E1C 8K6

Québec Region
185 avenue Dorval, Suite 403
Dorval, Québec
H9S 5G9

Ontario Region
4900 Yonge Street, Suite 300
Willowdale, Ontario
M2N 6A5

Central Region
333 Main Street, 14th Floor
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Western Region
Federal Building
9820 - 107th Street
Edmonton, Alberta
T5K 1G3

Pacific Region
Box 220, 800 Burrard Street
Vancouver, British columbia
V6Z 2J8

Major Publications

- The Aviation Occurrence Report
- The Aviation Safety Engineering Facility — A Technical Report
- Summary Reports of Civil Aircraft Occurrences in Canada
- Public Affairs Brochure

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Supervisor, Public Reports
Canadian Aviation Safety Board
P.O. Box 9120
Alta Vista Terminal
Ottawa, Ontario
K1G 3T8
Telephone: (819) 994-4252

Aviation Safety Investigation Branch

This branch directs and conducts investigations into aviation occurrences, identifies safety deficiences, prepares reports on its findings and proposes recommendations to advance aviation safety.

Aviation Safety Programs Branch

This branch is responsible for data systems and statistical analysis, communications and public affairs, policy and planning and the evaluation of safety deficiences, and preparation of recommendations.

Aviation Safety Engineering Branch

The branch is responsible for the development, provision and maintenance of technologically advanced engineering services and a comprehensive material and failure test and analysis capability. These services and facilities provide the specialized technical/engineering support to the occurrence investigations conducted by the Board.

Aviation Safety Medicine Branch

This branch, when it is established, will be responsible for the development, co-ordination and provision of technologically advanced comprehensive tests and analysis of tissues and fluids of occupants killed in aircraft accidents. These tests/analyses assist in determining condition prior to death and assess human factor aspects for each occurrence.

Administration Branch

The branch provides financial, personnel, administrative and secretariat services required for the independent operation of the Board. The secretariat function provides direct support to the Board in the conduct of public hearings and enquiries.

Classes of Records

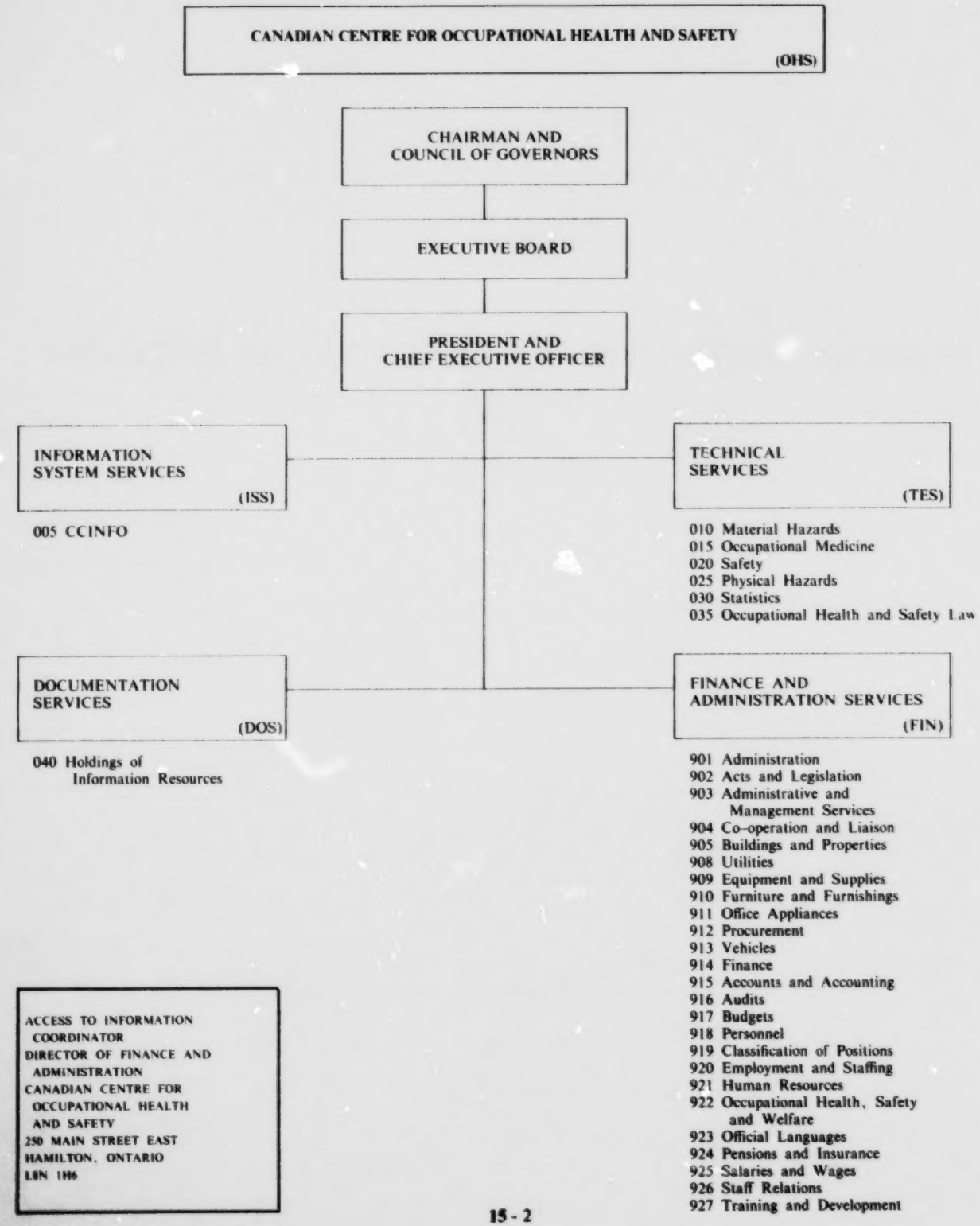
In accordance with the *Access to Information Act* the Board is currently developing classes of records as per the provisions set out in the Treasury Board Submission.

In the interim, formal requests for information pertaining to specific aviation occurrences will be processed in accordance with central agency guidelines.

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

Chapter 15

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY



ACCESS TO INFORMATION
COORDINATOR
DIRECTOR OF FINANCE AND
ADMINISTRATION
CANADIAN CENTRE FOR
OCCUPATIONAL HEALTH
AND SAFETY
250 MAIN STREET EAST
HAMILTON, ONTARIO
L8N 1H6

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a Crown Corporation under Schedule B of the *Finance and Administration Act*, created by Parliament in April 1978 to promote the rights of Canadians to a healthy and safe working environment. It is governed by a Council of Governors representing labour, employers and governments — federal, provincial and territorial.

Overall Responsibilities

In addition to facilitating open discussion and participation, this structure ensures that policy and priorities of CCOHS accurately reflect Canadian occupational health and safety needs. This varied representation promises that CCOHS services receive support, acceptance and credibility among the client groups. CCOHS neither inspects workplaces nor sets standards; it has no regulatory jurisdiction. In the absence of vested legislative powers, CCOHS relies on the value of its services for their successful implementation.

The Centre is the national information resource in occupational health and safety; it provides information and advice understandable to the end user — the individual worker, the individual manager, and the joint health and safety committee. This information is expected to facilitate decision-making at the worksite by supporting the legislated rights to know about the hazards of work, to refuse hazardous work, and to participate in occupational health and safety programs. Information from the Centre is free of charge and is provided in French and English.

The Centre contributes to Canadian efforts to reduce job-related accidents and diseases, as the collector, interpreter and disseminator of information in occupational health and safety. To meet these information needs in Canada, the Centre increasingly relies on computerized information systems. Under the direction of a tripartite committee of the Council of Governors, it is establishing a national network of connected organizations and providing training and support to its users. To meet users' needs for simple, rapid and easy nationwide access to current worldwide knowledge of occupational health and safety, it is creating databases (electronic information banks) and acquiring international databases; in particular, it is creating databases of direct information, which give information directly, as opposed to bibliographic databases which refer the user to sources of information. Based on their experience in answering enquiries, CCOHS subject specialists prepare publications. Publications and computerized information are planned to eventually carry a major load of enquiries.

Organization

The policies of CCOHS are established by the Council of Governors, which consists of a chairman, and 39 representatives of labour, employers and governments; it meets three times a year in various parts of Canada. The council is independent of the government of the day. CCOHS is located in Hamilton, Ontario and its operations are led by a President and Chief Executive Officer and organized into four divisions: Information Systems Services, Technical Services, Documentation Services and Finance and Administration Services. The directors report to the President and Chief Executive Officer.

Key Contacts

Under a policy developed by the council, the Centre has established a series of computerized links with organizations active in occupational health and safety across Canada. Enquirers may contact these organizations for information through the Centre's on-line information service. The present connected organizations are as follows:

Connected Organizations

Government

Ms Laurie Nowakowski
Head, Occupational Health
and Safety
Department of Justice and
Public Services
Government of the Northwest Territories
Yellowknife, Northwest Territories
X1A 2L9
Telephone: (403) 873-7468

Mr W. Keith McLaughlin
Head Librarian
Alberta Workers' Health,
Safety and Compensation
Occupational Health and Safety Division
10709 Jasper Avenue
Edmonton, Alberta
T5J 3N3
Telephone: (403) 427-3530/3567

Ms Elaine Siddons
Secretary
Department of Labour
Occupational Health and Safety Branch
1150 Rose Street
Regina, Saskatchewan
S4P 3V7
Telephone: (306) 565-4494

Ms Barbara Makeechak
Executive Assistant
Saskatchewan Federation of Labour
103-2709 12th Avenue
Regina, Saskatchewan
S4T 1J3
Telephone: (306) 525-0197

Mr Pat Newmann
Representative
North Saskatchewan Building
and Construction Trade Council
315 Avenue M South
Saskatoon, Saskatchewan
S7M 2K5
Telephone: (306) 652-4387

Mr Louis L. Marceau
Representative
South Saskatchewan Building
and Construction Trade Council
101-2709 12th Avenue
Regina, Saskatchewan
S4T 1J3
Telephone: (306) 527-0496

Ms Dorothy Wigmore
Industrial Hygienist
Department of Environment
and Workplace Safety and Health
Suite 1000
330 St. Mary Avenue
Winnipeg, Manitoba
R3C 3X5
Telephone: (204) 945-5765

Ms Lissa Donner
Executive Director
MFL Occupational Health Center Inc.
104-570 Portage Avenue
Winnipeg, Manitoba
R3C 0G4
Telephone: (204) 786-5881

Mr Glen McGruer
Research Officer
Manitoba Teachers' Society
191 Harcourt Street (at Portage Avenue)
Winnipeg, Manitoba
R3J 3H2
Telephone: (204) 888-7961

Ms Janice Rempel
Administrative Secretary
Workers' Compensation Board
333 Maryland Street
Winnipeg, Manitoba
R3G 1M2
Telephone: (204) 786-5471

Mr John Fortier
Industrial Hygienist
Mines Accident Prevention
Association of Manitoba
Suite 1730, Lakeview Square
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Telephone: (204) 942-2789

Mrs Jean Collins-Williams
A/Head Librarian
Ministry Library
Ontario Ministry of Labour
400 University Avenue
Toronto, Ontario
M7A 1T7
Telephone: (416) 965-1641

Mr Wayne Cayen
Working Environment Inspector
Ontario Ministry of Labour
Mining, Safety and Health Branch
260 Cedar Street
Sudbury, Ontario
P3B 3X2
Telephone: (705) 675-4468

Mrs Cyrel Shoub
Resource Group Co-ordinator
Construction Safety Association
of Ontario
74 Victoria Street
Toronto, Ontario
M5C 1A5
Telephone: (416) 366-1501

Ms Marion Frank
Resource Librarian
Industrial Accident Prevention
Association of Ontario
23rd Floor
2 Bloor Street East
Toronto, Ontario
M4W 3C2
Telephone: (416) 965-8888

Mr Ron Angus
Safety Specialist
Workers' Compensation Board
Safety Education Division
Suite 604
80 Bloor Street West
Toronto, Ontario
M5S 2V1
Telephone: (416) 927-4873

Mr Brad Kerr
Co-ordinator, Hazardous Substances Program
Ontario Hospital Association
Health Care Occupational Health
and Safety Association
150 Ferrand Drive
Don Mills, Ontario
M3C 1H6
Telephone: (416) 429-2661

Ms Madeleine Dennis
Co-ordinator of Development and Education
Northeastern Ontario Occupational
Health and Safety Resource Centre
(Laurentian University)
1400 Barrydowne
Sudbury, Ontario
P3A 3V8
Telephone: (705) 566-8101

Ontario Ministry of Labour
Thunder Bay Regional Office
435 James Street South
Thunder Bay, Ontario
P7E 6E3

Mr Irvin Bauch
Industrial Health and Safety Branch
Telephone: (807) 475-1691

Mr Marcel Caron
Mining Health and Safety Branch
Telephone: (807) 475-1675

Mr Terry Wark
Construction Health and
Safety Branch
Telephone: (807) 475-1691

Ontario Ministry of Labour
London Regional Branch
205 Oxford Street East
2nd Floor
London, Ontario
N6A 5G6

Dr Om Malik
Occupational Health Branch
Telephone: (519) 439-3231

Mr Marcel Djivre
Mining Health and Safety Branch
Telephone: (519) 439-3231

Mr John Whiting
Area Engineer
Ontario Ministry of Labour
Mining Health and Safety Branch
10720 Yonge Street, Suite 218
Richmond Hill, Ontario
L4C 3C9
Telephone: (416) 884-6551

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

Mr James Brophy
Executive Director
Windsor Occupational Health
Information Service
824 Tecumseh Road East
Windsor, Ontario
N8X 2S3
Telephone: (519) 254-9808

Ms Suzanne L'Heureux
Bibliothécaire
Commission de la santé et
de la sécurité au travail
1199, rue Bleury
Montréal, Québec
H3C 4E1
Telephone: (514) 873-8427

Mr François Lemay
Institut de recherche en santé
et sécurité du travail du Québec
505 ouest, de Maisonneuve
C.P. 899, Succ. rsale "A"
Montréal, Québec
H3C 2V8
Telephone: (514) 288-1551

Mr Rick Powers
Manager, Administration
and Data Services
Occupational Health and Safety
Commission
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 453-2467

Mr James LeBlanc
Occupational Hygienist
Division of Occupational Health
Department of Health
P.O. Box 488
Halifax, Nova Scotia
B3J 2R8
Telephone: (902) 424-6660

Ms Brenda Penny
Occupational Health
Nurse Consultant
Atlantic Foundation for Occupational
and Environmental Health
420 Gateway Avenue, Suite C
Sydport Industrial Park
P.O. Box 867
Sydney, Nova Scotia
B1P 6J1
Telephone: (902) 562-5532

Mr Gerald P. Wood
Occupational Hygienist
Government of Newfoundland
and Labrador
Occupational Health and Safety Division
Department of Labour and Manpower
Beothuck Building
Crosbie Place
St. John's, Newfoundland
A1C 5T7
Telephone: (709) 576-2644

Mr Serge Cadieux
Technical Information Officer
Labour Canada
Occupational Health and Safety Branch
Place du Portage
Phase II
Hull, Québec
K1A 0J2
Telephone: (819) 997-0038

Mr Jean Beaulieu
Section Manager
Health and Safety (Studies)
Bell Canada
1050 Beaver Hall Hill
Room 620
Montréal, Québec
H3C 3J4
Telephone: (514) 870-2497

Mr Russell Harman
Manager
Occupational Health and Safety
Bell Canada
393 University Avenue
Toronto, Ontario
M5G 1W9
Telephone: (416) 599-6991

Ms Françoise Rivest
Directrice
Laboratoire Assurance
de la Qualité
Bell Canada
2265 Roland Therrien
Longueuil, Québec
J4N 1C5
Telephone: (514) 647-6651

Mme Louise Hall
Coordonnatrice en Santé
et Sécurité
Public Service Alliance of Canada
233 Gilmour Street
Room 30
Ottawa, Ontario
K2P 0P1
Telephone: (613) 560-4328

Mr Don Lord
Director, Industrial Hygiene
Canada Post Corporation
Station 50
Ottawa, Ontario
K1A 0B1
Telephone: (613) 995-7604

Ms Suzanne Proulx
Secretary
Canadian Union of Public Employees
21 Florence Street
Ottawa, Ontario
K2P 0W6
Telephone: (613) 237-1590

Employers and Labour

Ms Susan Sanderson
Director, Occupational
Health and Safety
British Columbia Federation of Labour
3110 Boundary Road
Burnaby, British Columbia
V5M 4A2
Telephone: (604) 430-1421

Mr Dave Lee
Occupational Health and
Safety Officer
B.C. Government Employees'
Union (BCGEU)
4911 Canada Way
Burnaby, British Columbia
V5G 3W3
Telephone: (604) 291-9611

Ms Christine Micklewright
Vice General Chairperson
Airline System Board 435
Brotherhood of Railway and
Airline Clerks (CLC)
Suite 403, Airport Square
1200 West 73rd Avenue
Vancouver, British Columbia
V6P 6G5
Telephone: (604) 263-3323/1119

Mr Larry Stoffman
Director
Occupational Health and
Safety
Retail Clerks Union
4021 Kingsway
Burnaby, British Columbia
V5H 1Y9
Telephone: (604) 434-3101

Ms Kathryn Filsinger
Industrial Relations
Advisor for Ontario Division
Canadian Manufacturers' Association
1 Yonge Street
Toronto, Ontario
M5E 1J9
Telephone: (416) 363-7261

Mr Karl Doerwald
Divisional Industrial Hygienist
General Motors of Canada
215 Williams Street East
Oshawa, Ontario
L1G 1K7
Telephone: (416) 644-6012
Occupational Health Hygienist

Mr Gary Bucholz
Atlas Steels
A Division of Rio Algom Limited
P.O. Box 1000
Welland, Ontario
L3B 5R7
Telephone: (416) 735-5661 Ext. 567

Ms Margaret Abela
Ontario Federation of Labour
Suite 703
15 Gervais Drive
Don Mills, Ontario
M3C 1Y8
Telephone: (416) 441-1939

Mr Gary Cwitco
National Representative
Communication Workers of Canada
25 Cecil Street
Suite 201
Toronto, Ontario
M5T 1N1
Telephone: (416) 977-6678

Mr Burt Hart
Health and Safety Assistant
Ontario Public Service
Employees Union
1901 Yonge Street
Toronto, Ontario
M4S 2Z5
Telephone: (416) 482-7423 Ext. 262

Ms Monique Stegen
United Steelworkers of America
District 6
109 Lombard Street
Toronto, Ontario
M5C 1L4
Telephone: (416) 366-4991

Ms Kim Perrotta
Health and Safety
Research Officer
United Electrical Workers of Canada
10 Codeco Court
Don Mills, Ontario
M3A 1A2
Telephone: (416) 447-5196

Ms Sharon Douglas
Petroleum Association for the Conservation
of the Canadian Environment (PACE)
1202-275 Slater Street
Ottawa, Ontario
K1P 5H9
Telephone: (613) 236-9122

Mrs Rebecca Jones
Information Specialist,
Business Information Centre
Imperial Oil Ltd
111 St Clair Ave. West
Toronto, Ontario
M5W 1K3
Telephone: (416) 968-4866

Ms Elizabeth Zuba
Librarian
Shell Canada Limited
P.O. Box 2546
Station M
Calgary, Alberta
T2P 4A6
Telephone: (403) 232-2613

Mr Jim Walbridge
Industrial Hygiene Division
Syncrude Canada Ltd.
P.O. Bag 4009
Mail Drop 1060
Fort McMurray, Alberta
T9H 3L1
Telephone: (403) 790-8708

Mr Henrik Vogt
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Texaco Canada Inc.
90 Wynford Drive
Don Mills, Ontario
M3C 1K5
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Ms Dorothy Simmonds
Administrative Assistant
Ultramar Canada Inc.
1 Valleybrook Drive
Don Mills, Ontario
M3B 2S8
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Ms Margo Seddon
Manager, Occupational
Hygiene Eastern Region
Gulf Canada Ltd.
800 Bay Street
Toronto, Ontario
M5S 1Y8
Telephone: (416) 927-2798

Adhesive and Sealants Manufacturers' Association
31 Alexander Street
Suite 518
Toronto, Ontario
M4Y 1B2

Mr John Harrison
Quality Control Manager
Lepage's Limited
50 West Drive
Bramalea, Ontario
L6T 2J4
Telephone: (416) 459-1140

Mr Michael Cloghesy
Director, Technical Services
Canadian Paint and Coatings Association
Suite 825
515 St. Catherine Street West
Montréal, Québec
H3B 1B4
Telephone: (514) 285-6381

Mr Richard Tully
Co-ordinator — Regulatory Affairs
Bayer (Canada) Inc.
7600 Trans-Canada Highway
Pointe Claire, Québec
H9R 1C8
Telephone: (514) 697-5550

Mr Peter Fletcher
Executive Manager
Canadian Society for Safety Engineering
1087 Meyerside Drive
Suite 5
Mississauga, Ontario
L5T 1M5
Telephone: (416) 678-1668

Ms Gillian Belfontaine
Ontario Hydro
757 McKay Road
Pickering, Ontario
L1W 3C8
Telephone: (416) 683-7516

Experimental Connections

Dr Edouard Bastarache
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Centre de Recherches
Appliquées Richelieu-Yamaska
30 rue Ferland
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Telephone: (514) 743-2705

Connections for the Purpose of Information Exchange

Mrs Dianne Chiasson
Librarian
Canada Institute for Scientific
and Technical Information
Montreal Road (M55)
Ottawa, Ontario
K1A 0S2
Telephone: (613) 993-2013

Mr John Mathews
Research Officer
ACTU-VTHC Occupational Health
and Safety Unit
Trades Hall
Box 93
Carlton South, 3053
Victoria, Australia
Telephone: (03) 662-3511

Mr Stevan Mircic
Edvard Kardelj Institut
Institute of Occupational
Safety Documentation
Visegradska 33
28000 Nis
Yugoslavia

Dr John Chong
Assistant Professor
McMaster University
Occupational Health Program
1200 Main Street West
Hamilton, Ontario
L8N 3Z5
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Dr Barry Kurtzer
Physician-In-Chief
MDS Health Care Services
Evans Medical Industrial Clinic
364 Evans Avenue
Toronto, Ontario
M8Z 1K5
Telephone: (416) 252-5885

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Director of Finance and Administration
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
Telephone: (416) 523-2981

Information Systems Services

This service provides a national computerized service of information on occupational health and safety and maximizes the results of the

collective activities of CCOHS staff by establishing and operating a computerized information service aimed at providing users with simple, rapid and easy nationwide access to current worldwide knowledge on occupational health and safety, in a manner directly responsive to their needs, and by meeting all the other electronic data processing (EDP) requirements of CCOHS.

Technical Services

In response to requests for information on occupational health and safety problems, Technical Services provides expert information and advice on recognition, evaluation, and control of workplace hazards.

Documentation Services

Documentation Services is responsible for acquiring, organizing and disseminating information on occupational health and safety in support of the Information and Advisory Service. It operates the Enquiries Office and participates in the Enquiries Service. It produces an online catalogue and participates in database development.

Finance and Administration Services

Finance and Administration Services provides centralized planning and control; management, administrative and support services necessary for the effective operation of CCOHS. Finance and Administration promotes the use of and publicizes CCOHS' services through the distribution of publications — newsletters, brochures, technical reports, annual report, and specialized reports.

Classes of Records

OHS/ISS-005 *Formerly Identified as:* CCOHS-10
CCINFO
Description: Bibliographic references on occupational health and safety topics; direct information on chemical products used in the Canadian workplace; pure chemicals; enquiries received by CCOHS; mailing addresses. *Topics:* (Databases) CISILO — bibliographic information on the entire range of occupational health and safety topics; NIOSHTIC — bibliographic information on the entire range of occupational health and safety topics; INFODOC — bibliographic information on CCOHS' document holdings; TN (Trade Names) — direct information on hazards, protective measures and handling procedures for chemical products; CHEMINFO — direct information on pure chemicals.

OHS/TES-010 *Formerly Identified as:* CCOHS-20
Material Hazards
Description: Files on adverse effects caused by workplace exposure to chemicals, and health and safety problems of selected industries or occupations. *Topics:* Chemical, physical and toxicological properties of industrial chemicals.

OHS/TES-015 *Formerly Identified as:* CCOHS-30
Occupational Medicine
Description: Information on the relationship between occupation and disease and occupational medical services. *Topics:* Occupational diseases; employee health services.

OHS/TES-20 *Formerly Identified as:* CCOHS-40
Safety
Description: Information on workplace safety hazards. *Topics:* Safe work practices, equipment, workplace design.

OHS/TES-025 *Formerly Iaentified as:* CCOHS-50
Physical Hazards
Description: Information on adverse effects associated with occupational exposure to radiation, vibration, light and extremes of temperature and pressure. *Topics:* Ionizing radiation, non-ionizing, light, temperature, pressure, noise and vibration.

OHS/TES-030 *Formerly Identified as:* CCOHS-60
Statistics
Description: Information on accident and disease rates among workers, and health experience of selected occupations. *Topics:* Accident statistics, disease statistics, occupational epidemiology.

OHS/TES-035 *Formerly Identified as:* CCOHS-70
Occupational Health and Safety Law
Description: Information on Canadian and selected international laws, regulations, codes and standards regarding conditions of work. *Topics:* Statutes, regulations, codes.

OHS/DOS-040 *Formerly Identified as:* CCOHS-80
Holdings of Information Resources
Description: The finding aids to the collections are in the form of three databases: CIS, NIOSHTIC and INFODOC. *Topics:* The majority of holdings are on subjects in occupational health and safety. Examples of other subjects include information science; management.

OHS/FIN-901 *Formerly Identified as:* NO REFERENCE
Administration (New)
Description: See Standard Classes of Records.

OHS/FIN-902 *Formerly Identified as:* NO REFERENCE
Acts and Legislation (New)
Description: See Standard Classes of Records.

OHS/FIN-903 *Formerly Identified as:* NO REFERENCE
Administrative and Management Services (New)
Description: See Standard Classes of Records.

OHS/FIN-904 *Formerly Identified as:* NO REFERENCE
Cooperation and Liaison (New)
Description: See Standard Classes of Records.

OHS/FIN-905 *Formerly Identified as:* NO REFERENCE
Buildings and Properties (New)
Description: See Standard Classes of Records.

OHS/FIN-908 *Formerly Identified as:* NO REFERENCE
Utilities (New)
Description: See Standard Classes of Records.

OHS/FIN-909 *Formerly Identified as:* NO REFERENCE
Equipment and Supplies (New)
Description: See Standard Classes of Records.

OHS/FIN-910 *Formerly Identified as:* NO REFERENCE
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

OHS/FIN-911 *Formerly Identified as:* NO REFERENCE
Office Appliances (New)
Description: See Standard Classes of Records.

OHS/FIN-912 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: See Standard Classes of Records.

OHS/FIN-913 *Formerly Identified as:* NO REFERENCE
Vehicles (New)
Description: See Standard Classes of Records.

OHS/FIN-914 *Formerly Identified as:* NO REFERENCE
Finance (New)
Description: See Standard Classes of Records.

OHS/FIN-915 *Formerly Identified as:* NO REFERENCE
Accounts and Accounting (New)
Description: See Standard Classes of Records

OHS/FIN-916 *Formerly Identified as:* NO REFERENCE
Audits (New)
Description: See Standard Classes of Records.

OHS/FIN-917 *Formerly Identified as:* NO REFERENCE
Budgets (New)
Description: See Standard Classes of Records.

OHS/FIN-918 *Formerly Identified as:* NO REFERENCE
Personnel (New)
Description: See Standard Classes of Records

OHS/FIN-919 *Formerly Identified as:* NO REFERENCE
Classification of Positions (New)
Description: See Standard Classes of Records.

OHS/FIN-920 *Formerly Identified as:* NO REFERENCE
Employment and Staffing (New)
Description: See Standard Classes of Records.

OHS/FIN-921 *Formerly Identified as:* NO REFERENCE
Human Resources (New)
Description: See Standard Classes of Records.

OHS/FIN-922 *Formerly Identified as:* NO REFERENCE
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

OHS/FIN-923 *Formerly Identified as:* NO REFERENCE
Official Languages (New)
Description: See Standard Classes of Records.

OHS/FIN-924 *Formerly Identified as:* NO REFERENCE
Pensions and Insurance (New)
Description: See Standard Classes of Records.

OHS/FIN-925 *Formerly Identified as:* NO REFERENCE
Salaries and Wages (New)
Description: See Standard Classes of Records.

OHS/FIN-926 *Formerly Identified as:* NO REFERENCE
Staff Relations (New)
Description: See Standard Classes of Records.

OHS/FIN-927 *Formerly Identified as:* NO REFERENCE
Training and Development (New)
Description: See Standard Classes of Records.

CANADIAN COMMERCIAL CORPORATION

Chapter 16

CANADIAN COMMERCIAL CORPORATION
(CCC)

005 Canadian Commercial Corporation Files

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN COMMERCIAL
CORPORATION
112 KENT STREET
PLACE DE VILLE, TOWER B
OTTAWA, ONTARIO
K1A 1E9

CANADIAN COMMERCIAL CORPORATION

Background

A Crown Corporation established in 1946, Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada. It reports to Parliament through the Minister for International Trade (the Secretary of State for External Affairs Canada). Its mandate is to assist in the development of trade between Canada and other nations.

Overall Responsibilities

The Corporation's principal activity is to make sales to foreign governments and international agencies on behalf of Canadian suppliers. In all transactions, it assumes the role of prime contractor undertaking to deliver a product, service or project package to the foreign customer with a "back-to-back" obligation from a Canadian supplier. The work to be done is sub-contracted to private sector firms and/or other government departments or agencies.

The Corporation takes care of inspection, acceptance, shipping, payment to suppliers and collection from customers. The advantages of this include:

- a reduction in the complexity of export sales for Canadian firms, and an assurance to foreign customers that suppliers are financially and technically capable of meeting bid specifications and conforming to contract terms;
- access by suppliers to government-to-government procurement opportunities, and an assurance to foreign buyers of equitable prices and terms from Canadian suppliers;
- encouraging foreign customers to deal with smaller or less well-known Canadian firms, backed by the security of Canadian government support through the CCC; and
- expedition of the payment process.

Since 1946, Canadian Commercial Corporation has served more than 90 foreign governments and international agencies in transactions totalling more than $12 billion. Annual export sales for 1984-85 were $781 million. At any one time, CCC has active contracts with more than 300 Canadian firms.

Organization

The Board of Directors is comprised of Canadian business executives, senior public servants and the acting president of the Corporation. In addition to the Executive and Audit Committees, an Industry Advisory Committee ensures up-to-date awareness of Canadian business needs and international trade developments.

The Corporation's headquarters maintains a staff of some 20 persons. Approximately 98 people at the Export Supply Branch and Supply and Services Canada product centres provide sourcing and contracting services to the Corporation. CCC has total assets of approximately $380 million; annual expenses of $17 million, 88 per cent of which is paid to Supply and Services Canada for services provided.

The Corporation's activities complement those of other export-related groups and agencies of the Canadian government, including the International Trade Development units of the Department of External Affairs, and its trade commissioners abroad (export marketing); the Export Development Corporation (export financing and insurance); and Canadian International Development Agency (loans and grants to developing countries).

Key Contacts

Headquarters

Business Development Officer or Information Officer
Canadian Commercial Corporation
112 Kent Street
Place de Ville
Tower B, 17th Floor
Ottawa, Ontario
K1A 1E9
Telephone: (613) 996-0034

Export Supply Branch

Business Development Officer
Canadian Commercial Corporation
Ottawa, Ontario
K1A 0S6
Telephone: (819) 994-0960

Western Office

Business and Project Development Officer
Canadian Commercial Corporation
Bentall Tower IV
P.O. Box 49178
Vancouver, British Columbia
V7X 1K8
Telephone: (604) 666-3940

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
112 Kent Street
Place de Ville, Tower B
Ottawa, Ontario
K1A 1E9
Telephone: (613) 996-0034 or 996-0035

Classes of Records

CCC/CCC-005 *Formerly Identified as:* CCC-10
Canadian Commercial Corporation Files
Description: The Corporation's files contain information related to foreign governments and international affairs; procurement; contracting and financing. *Topics:* Exports; contracts; defence industry; developing countries; Export Development Corporation; External Affairs Canada; foreign governments; foreign posts; foreign trade; international trade; supplier listings and contracts; trade development; World Bank.

ANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

Chapter 17

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD
(CPE)

MOVABLE CULTURAL
PROPERTY SECRETARIAT
(CPI)

005 Exports and Imports

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN CULTURAL PROPERTY
EXPORT REVIEW BOARD
MOVABLE CULTURAL PROPERTY
SECRETARIAT
JOURNAL TOWER NORTH
300 SLATER STREET, ROOM 366
OTTAWA, ONTARIO
K1A 0C8

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

ground

nadian Cultural Property Export Review Board was created *Cultural Property Export and Import Act*, proclaimed in ber 1977. Its purpose is to preserve in Canada the best es of Canadian heritage in movable cultural property. This is lished through a system of export controls, tax incentives for individuals who donate or sell cultural objects to public ons and grants to assist institutions in purchasing cultural under certain circumstances.

ıll Responsibilities

ponsibilities of the Review Board are to review applications for permits, to make determinations on fair cash offers to purchase nake determinations for the purposes of the *Income Tax Act*. provides advice to the minister on matters affecting the ıtion in Canada of the heritage in movable cultural property. cular, it recommends to the minister, pursuant to Section 29 of t, grants and loans to designated institutions and public ties in Canada for the purchase of objects for which export have been refused under the Act, or for the purchase of property outside Canada that is related to the national e. The grants and loans are made out of monies appropriated y by Parliament.

v of Applications for Export Permits

ewing an application for an export permit the Board must ne whether the object in question

luded in the Canadian Cultural Property Export Control List;

outstanding significance by reason of its close association with dian history or national life, its aesthetic qualities or its value study of the arts or sciences; and

her the object is of such a degree of national importance that ss would significantly diminish the national heritage.

ations for Certification of Cultural Property for e Tax Purposes

the Review Board determines that the cultural property subject of an application meets the criteria of outstanding significance and national importance and the cultural property qualifies for certification for income tax purposes, the Review Board issues a Cultural Property Income Tax Certificate to the designated institution or public authority making such an application. It should be noted that objects proposed for certification need not be included in the Canadian Cultural Property Export Control List. Thus objects less than 50 years old and made by a living person may qualify. It should also be noted that a certified cultural property subject of a Cultural Property Income Tax Certificate is exempt from tax on taxable capital gains when disposed of (by gift or sale) to an institution or public authority in Canada designated for the purpose and, in the case of a donation, also qualifies for the 100 percent deductability provision under the *Income Tax Act*.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Canadian Cultural Property Export Review Board
Movable Cultural Property Secretariat
Journal Tower North
300 Slater Street
Room 366
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4161

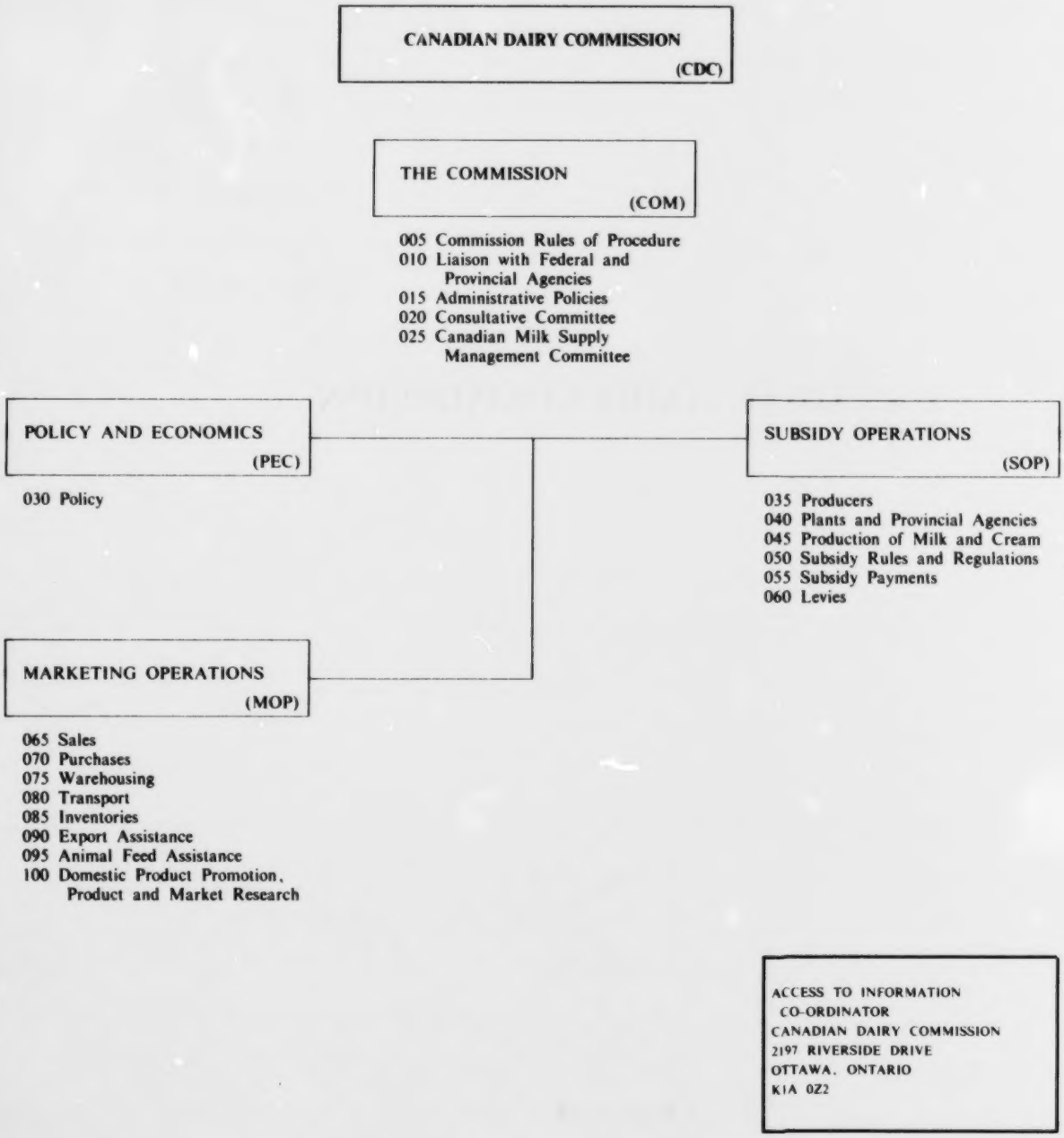
Classes of Records

CPE/CPI-005 *Formerly Identified as:* CCPERB-10
Cultural Property Exports and Imports
Description: Information on the export of cultural objects in the National Treasure category and the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the *Cultural Property Export and Import Act*. *Topics:* Implementation of the *Cultural Property Export and Import Act;* export permits and control; expert examiners; permit officers; certification; designation; grants and loans; case files on illegal exports and imports; consultants and special advisors.

CANADIAN DAIRY COMMISSION

Chapter 18

CANADIAN DAIRY COMMISSION



ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN DAIRY COMMISSION
2197 RIVERSIDE DRIVE
OTTAWA, ONTARIO
K1A 0Z2

CANADIAN DAIRY COMMISSION

ground

ıadian Dairy Commission was established by an Act of ıent in October 1966. The Commission is accountable to ent. It consists of three members appointed by the Governor-ıcil: a chairman, a vice-chairman, and one other member. ssioners are responsible to the Minister of Agriculture and ffices are in Ottawa. The Act also provides for the hment of a consultative committee. This committee, composed members appointed by the Minister, represents a variety of s. The committee provides the Commission with advice on ion and marketing matters.

and Regulations

dian Dairy Commission Act

ulture Stabilization Act

ıll Responsibilities

mmission plays a major role in developing the industrial milk in Canada. As stated in the Act, its objectives are

- provide efficient producers of milk and cream with the ›portunity of obtaining a fair return for their labour and vestment; and
- provide dairy product consumers with a continuous and lequate supply of high quality dairy products.

eve the objectives, the Commission calculates a target price strial or manufacturing milk and cream, based on the returns ıent formula; administers an offer-to-purchase program for ınd skim milk powder at prices approved by the government; subsidy on qualifying industrial or manufacturing milk and shipments directly to dairy farmers (which makes dairy s more affordable for consumers); forecasts and monitors the and demand of dairy products; markets dairy products both cally and on export markets; conducts dairy product and research, and recommends dairy policy to the Minister of ture.

ıirman of the Commission chairs the Canadian Milk Supply ement Committee. This committee administers the hensive milk marketing plan signed by all industrial or cturing milk- and cream-producing provinces. The committee ›osed of representatives of provincial producer marketing provincial government agencies and the Commission that nts the federal government. A major responsibility of this tee is the supply management of industrial milk and cream in .

›r Publications

mmission publishes an annual report and issues bulletins on ›ns to dairy policy and regulations. There is also a list of le research reports, articles and studies on dairy policy, s and markets.

ss Procedures

formal enquiries and formal requests for information about the ssion and its operations under the *Access to Information Act* ›e addressed to

ccess to Information Co-ordinator
anadian Dairy Commission
197 Riverside Drive
ttawa, Ontario
1A 0Z2
elephone: (613) 998-9490

The Commission

The Commission establishes policy and administrative guidelines and objectives for the corporation, maintains constant liaison with federal and provincial government departments and agencies, representatives of producers and processors, prepares policy recommendations for the industry and the government, receives advice from the Consultative Committee to the Commission and chairs the Canadian Milk Supply Management Committee.

Policy and Economics

The section provides analysis and advice on dairy-related issues.

Subsidy Operations

The section administers the payment of subsidies on qualifying shipments of industrial milk and cream to producers in order to make dairy products more affordable to consumers. This involves processing applications for registration of producers permits, maintaining records of provincial and individual producer market share quotas and milk and cream production, the payment of subsidies on the basis of those records, directing and controlling the levy program.

Marketing Operations

These operations involve both domestic and export activities, the purchase, sale, transport, warehousing, financing and payment of export and animal feed assistance on dairy products under the Commission's domestic price support and special export program (products involved are butter, skim milk powder, cheese, evaporated milk, whole milk powder and specialty products). Also included is the funding of product promotion and market research.

Classes of Records

CDC/COM-005 *Formerly Identified as:* CDC-10
Commission Rules of Procedure
Description: Corporate rules of procedure describing how the Commission operates and the specific responsibilities of the three commissioners.

CDC/COM-010 *Formerly Identified as:* CDC-20
Liaison with Federal and Provincial Agencies
Description: Communications, agreements, etc., between the Commission and federal and provincial departments and agencies, and representatives of the industry and interest groups. *Retrievability:* Files arranged by subject, individual, and province.

CDC/COM-015 *Formerly Identified as:* CDC-30
Administrative Policies
Description: The administrative policies for the entire Commission.

CDC/COM-020 *Formerly Identified as:* CDC-40
Consultative Committee
Description: Information regarding this nine-member advisory body to the Commission, which represents a variety of interests — farmers, processors, wholesalers, retailers and consumers. *Retrievability:* Files arranged chronologically by subject.

CDC/COM-025 *Formerly Identified as:* CDC-50
Canadian Milk Supply Management Committee
Description: Information on the Commission's activities as chairman of the Canadian Milk Supply Management Committee, which administers the federal-provincial agreement, the Comprehensive Milk Marketing Plan. *Topics:* National industrial milk and cream supply management systems. *Retrievability:* Files arranged chronologically, by subject, and by province.

CANADIAN DAIRY COMMISSION

CDC/PEC-030 *Formerly Identified as:* CDC-55
Policy
Description: Information on policy development; consultations with other federal agencies and provincial, producer and processor agencies, boards and organizations, on income support, price stability, research on price determination, statistical data, reports, forecasts, trends, related correspondence. *Topics:* Milk and milk-product production, demand, sales, costs of milk product and processing, market share quotas, stocks, levies, targets, federal support and product prices.

CDC/SOP-035 *Formerly Identified as:* CDC-60
Producers
Description: Information on each producer. *Topics:* Monthly milk production; market share quotas; monthly subsidy payments; communications with either the producer or provincial agency. *Storage Media:* EDP systems, microfilm. *Retrievability:* Files arranged by individual and province.

CDC/SOP-040 *Formerly Identified as:* CDC-70
Plants and Provincial Agencies
Description: Listing of milk processing plants in Canada, provincial milk marketing agencies and the records of milk shipments and levies. *Retrievability:* Files arranged by product, province and plant.

CDC/SOP-045 *Formerly Identified as:* CDC-80
Production of Milk and Cream
Description: Information on industrial milk and cream production by producer, by province (and in some cases by plant) and a variety of summary tables such as summer-winter milk production by province, and degree of integration by province. *Retrievability:* Files arranged by product, individual, and province.

CDC/SOP-050 *Formerly Identified as:* CDC-90
Subsidy Rules and Regulations
Description: Rules and regulations on the eligibility for and payment of subsidy to milk producers on their qualifying shipments of industrial milk and cream.

CDC/SOP-055 *Formerly Identified as:* CDC-100
Subsidy Payments
Description: Information on payments made to producers for qualifying shipments of industrial milk and cream. *Storage Media:* EDP systems, microfilm. *Retrievability:* Files arranged by registration number sequence and province.

CDC/SOP-060 *Formerly Identified as:* CDC-110
Levies
Description: Information on funds collected by provinces from producers and remitted to the Commission to cover costs of exporting dairy products, surplus to domestic needs. *Retrievability:* Files arranged by subject matter and province.

CDC/MOP-065 *Formerly Identified as:* CDC-120
Sales
Description: Quotes, negotiations and contracts of dairy products marketed by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product, country, and company.

CDC/MOP-070 *Formerly Identified as:* CDC-130
Purchases
Description: Tenders, negotiations and contracts of purchases of dairy products by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product, country and company.

CDC/MOP-075 *Formerly Identified as:* CDC-140
Warehousing
Description: Tenders, negotiations and contracts for storage facilities used by the Commission to store dairy products across Canada. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by province, port, company, and city.

CDC/MOP-080 *Formerly Identified as:* CDC-150
Transport
Description: Tenders, negotiations and agreements for the truck, train and boat transport used by the Commission to move dairy products. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by mode, commodity, country, province, company, and product.

CDC/MOP-085 *Formerly Identified as:* CDC-160
Inventories
Description: Inventories of dairy products held by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product and warehouse.

CDC/MOP-090 *Formerly Identified as:* CDC-170
Export Assistance
Description: Information on the payment of dairy farmers funded export assistance on dairy products marketed by exporters. *Storage Medium:* EDP systems. *Retrievability:* Files arranged chronologically by company and product.

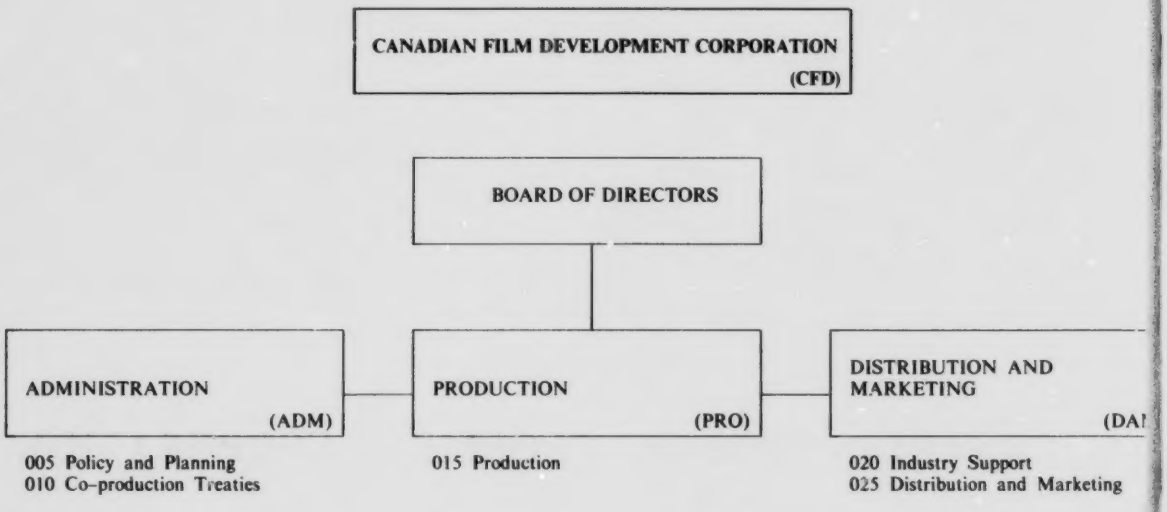
CDC/MOP-095 *Formerly Identified as:* CDC-180
Animal Feed Assistance
Description: Information on the use of dairy farmer levy funds to make skim milk powder available for animal feed when the domestic market is short of such supplies. *Storage Medium:* EDP systems. *Retrievability:* Files arranged chronologically by company.

CDC/MOP-100 *Formerly Identified as:* CDC-190
Domestic Product Promotion, Product and Market Research
Description: Commission-funded product and market research, and product promotion. *Retrievability:* Files arranged by subject, product and project (research reports are available).

CANADIAN FILM DEVELOPMENT CORPORATION

Chapter 19

CANADIAN FILM DEVELOPMENT CORPORATION



ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN FILM DEVELOPMENT
CORPORATION (TELEFILM CANADA)
600 DE LA GAUCHETIERE
STREET WEST
25th FLOOR
MONTREAL, QUEBEC
H3B 4L2

CANADIAN FILM DEVELOPMENT CORPORATION

Background

The Canadian Film Development Corporation, now called Telefilm Canada, was established by the government in 1967 to foster and promote the development of a feature film industry in Canada. In 1981, the Corporation's mandate was expanded to include shorts and documentary films, and in 1983 the Corporation was made responsible for the administration of the Canadian Broadcast Program Development Fund, making it the federal government agency responsible for private sector development in both the television and film industries.

Overall Responsibilities

The Corporation, which does not produce or distribute films or television programs, carries out its mandate by providing advice and financial assistance to individual production and distribution companies, and various industry organizations. The Corporation works with federal and provincial government ministries and cultural agencies towards the formulation of film and video policy and programs.

Organization

The Corporation, which comes under the jurisdiction of the Minister of Communications, is headed by a board of directors and a chairman appointed by the Governor-in-Council. On the recommendation of the Corporations's board, the Governor-in-Council also appoints an executive director who acts as the chief executive officer and is responsible for day-to-day operations. Headquarters of the Corporation are located in Montréal, with offices in Toronto, Vancouver, Halifax, Los Angeles, Paris, London and New York.

General Information

General information on current Corporation programs or activities may be obtained in person, by telephone, or by writing to the Corporation offices listed below:

Montréal

Telefilm Canada
Tour de la Banque Nationale
600 de la Gauchetière Street West
25th Floor
Montréal, Québec
H3B 4L2
Telephone: (514) 283-6363

Toronto

Telefilm Canada
130 Bloor Street West
Suite 901
Toronto, Ontario
M5S 1N5
Telephone: (416) 966-6436

Vancouver

Telefilm Canada
1176 West Georgia Street
Suite 1500
Vancouver, British Columbia
V6E 4A2
Telephone: (604) 684-7262

Halifax

Telefilm Canada
Maritime Centre
1505 Barrington Street
Suite1205
Halifax, Nova Scotia
B3J 3K5
Telephone: (902) 426-8425

Access Procedures

Enquiries concerning administration, policy or past activity, and all formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Telefilm Canada
Tour de la Banque Nationale
600 de la Gauchetière Street West
25th Floor
Montréal, Québec
H3B 4L2
Telephone: (514) 283-6363

Administration Unit

In addition to the general administration of the Corporation, this unit is responsible for internal policy formulation and for evaluating and advising the federal and provincial governments on film and television policies and strategies. The unit is also responsible for the administration of Canada's co-production treaties with Algeria, Belgium, France, Israel, Italy, the Federal Republic of Germany, Spain and the United Kingdom, on behalf of the Minister of Communications. It also evaluates applications made under these treaties and makes recommendations to the Minister on provisional and final approval.

Program Unit

The Corporation has two main program areas: Production, and Distribution and Marketing. Production includes the Canadian Broadcast Program Development Fund, the script and development program, the interim financing program, and a production program for low budget dramatic films and documentaries. Distribution and Marketing includes a test marketing program, a domestic promotion and advertising program, international support activities, and the industry support program. This last program provides grants to non-profit industry organizations for festivals, markets, seminars and workshops which are intended to benefit a substantial portion of the industry.

Manuals

- Telefilm Canada (3 volumes)
- Telefilm Canada — Methods and Procedures (2 volumes)

Classes of Records

CFD/ADM-005 *Formerly Identified as:* CFDC-10

Policy and Planning

Description: Information on internal Corporation policy and the evaluation and response to policy planning of other government departments and agencies, as well as professional interest groups. *Topics:* Financial planning; internal policy and planning; federal government; general industry policy; industry relations. *Retrievability:* Financial planning files arranged according to date; all other files arranged alphabetically by issue or organization.

CANADIAN FILM DEVELOPMENT CORPORATION

CFD/ADM-010 *Formerly Identified as:* CFDC-20
Co-production Treaties
Description: Information on the maintenance or renegotiation of current co-production treaties, relevant correspondence and negotiation of possible treaties and projects which have been submitted for official co-production status. *Topics:* Treaties; policies; projects. *Retrievability:* Files arranged by country or project.

CFD/PRO-015 *Formerly Identified as:* CFDC-50
Production
Description: Information on transactions carried out under the Corporation's production programs. *Topics:* Readers reports; contracts; financial information; subsidiary documents. *Retrievability:* Submissions accepted or rejected, arranged by project title.

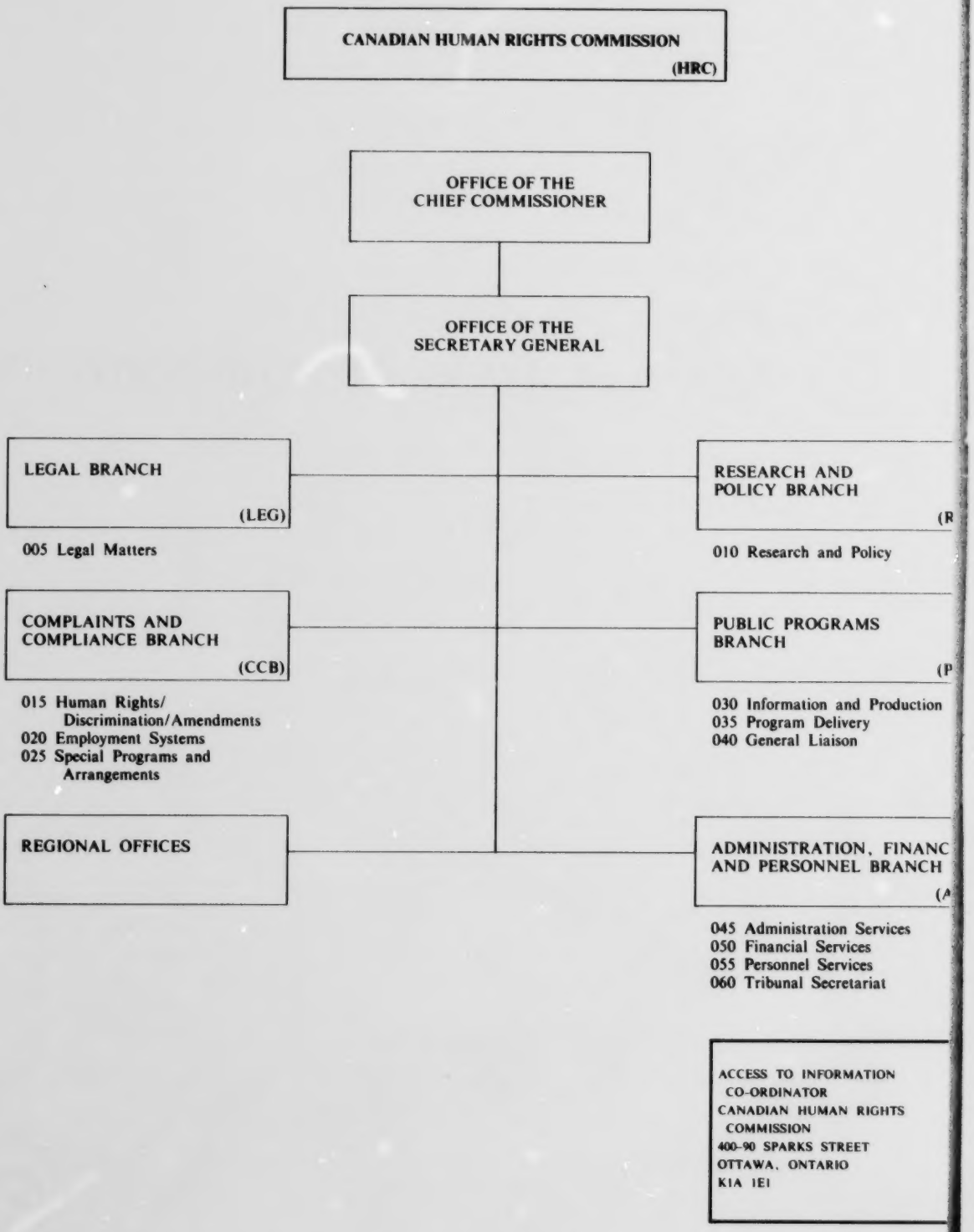
CFD/DAM-020 *Formerly Identified as:* CFDC-30
Industry Support
Description: Information on transactions carried out und Corporation's industry support program. *Topics:* Festivals; m seminars and workshops. *Retrievability:* Files arranged by ev organization.

CFD/DAM-025 *Formerly Identified as:* CFDC-40
Distribution and Marketing
Description: Information on transactions carried out und Corporation's distribution and marketing programs, as well as distribution or marketing of films. *Topics:* Contracts; rev distributors; agents; territories; and markets. *Retrievability* arranged by country, company, market or project title.

CANADIAN HUMAN RIGHTS COMMISSION

Chapter 20

CANADIAN HUMAN RIGHTS COMMISSION



CANADIAN HUMAN RIGHTS COMMISSION

Background

The Canadian Human Rights Commission (CHRC) was given its mandate with the passage in July, 1977 of the *Canadian Human Rights Act*. The Act became operative on March 1, 1978, and was amended July 1, 1983. The Commission's mandate is to foster the principle that every individual should have an equal opportunity to participate in all spheres of Canadian life, consistent with his or her duties and obligations as a member of society.

Laws and Regulations

The Commission operates under the *Canadian Human Rights Act* and the following Regulations and Guidelines:

- Equal Wage Guidelines (SI/78-155, September 27, 1978; amendment: SI/82-2, January 13, 1982)
- Age Guidelines (SI/78-165, October 25, 1978)
- Canadian Human Rights Benefit Regulations (SOR/80-68, January 11, 1980; amendment: SOR/82-783, August 19, 1982; SOR/83-615, July 28, 1983)
- Human Rights Tribunal Appeal Regulations (SOR/80-394, May 27, 1980)
- Immigration Guidelines (SI/80-125, July 23, 1980)
- Immigration Investigation Regulations (SOR/80-686, August 27, 1980)
- Bona Fide Occupational Requirements Guidelines (SI/82-3, January 13, 1982)

Overall Responsibilities

The Canadian Human Rights Commission carries out its mandate in two ways. First, it deals with complaints of discrimination in employment or in the provision of goods, services, facilities or accommodation on the basis of ten prohibited grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction for an offence for which a pardon has been granted. Its jurisdiction includes federal government departments and agencies, crown corporations and institutions such as chartered banks, airlines, interprovincial transportation systems, as well as the federally regulated portions of the private sector.

Second, the Commission conducts information programs in the field of human rights, provides advice, issues guidelines, conducts research, reviews regulations and their instruments, maintains close liaison with the provinces and endeavours to reduce discriminatory practices.

Organization

The Commission is headed by the Chief Commissioner who has deputy minister status, and is supported by the deputy chief commissioner and the secretary general. There are five administrative operational branches at headquarters: Legal, Research and Policy, Complaints and Compliance, Public Programs and Administration, and Finance and Personnel.

The Commission also maintains seven regional offices in Halifax, Montréal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

Manuals

- CHRC Policy Manual
- CHRC Directives Manual

Key Contacts

Information on the different publications produced by the Canadian Human Rights Commission can be obtained by contacting:

Information and Production Services
Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario
K1A 1E1

Public Reading Rooms

Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario

Legal Counsel
Telephone: (613) 995-1151

Public Relations Officer
Telephone: (613) 995-1151

Regional Offices

Atlantic Region

300-5670 Spring Garden Road
Halifax, Nova Scotia

Québec Region

300-1253 McGill College Avenue
Montréal, Québec

National Capital Region

915-270 Albert Street
Ottawa, Ontario

Ontario Region

Arthur Meighen Building
623-55 St. Clair Avenue East
Toronto, Ontario

Prairie Region

718-275 Portage Avenue
Winnipeg, Manitoba

Alberta and Northwest Territories Region

Liberty Building
401-10506 Jasper Avenue
Edmonton, Alberta

Western Region

600-609 West Hastings Street
Vancouver, British Columbia

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Canadian Human Rights Commission
400-90 Sparks Street
Ottawa, Ontario
K1A 1E1
Telephone: (613) 995-1151

Legal Branch

This branch provides legal advice to Commission members and staff on all legal matters which come under the jurisdiction of the Commission, and information and advice on the administration of legal matters pertaining to legal proceedings by or against the Commission in a Human Rights Tribunal or in a court of law. Staff of

the branch are responsible for the conduct of cases before tribunals and courts.

Research and Policy Branch

This branch is responsible for supporting the Commission's decision-making process through applied research projects and development of policies on any number of human rights issues. Work from this branch is in support of complaints processing, relations with other agencies and the public, representations to Parliament, and advice to employers and organizations serving the public.

Complaints and Compliance Branch

This branch is responsible for ensuring that complaints of discrimination filed with the Commission are investigated in an efficient and timely manner consistent with the principles set out in the *Canadian Human Rights Act*. The branch is responsible for the development and implementation of policies and standards for all compliance activities. The branch is also responsible for conciliation, and for providing advice, assistance and direction to staff in equal pay and systemic discrimination complaints and adaptation plans. In addition, the branch plays a preventative role by providing advisory services to organizations coming under the jurisdiction of the Commission, in order to help them review and modify their systems and practices so that they comply with the Act.

Public Programs Branch

This branch is responsible for the statutory requirements to develop and implement information training and consultative programs designed to increase public understanding of the Commission and compliance with the Act and its principles. The branch is comprised of Program Analysis and Development, responsible for undertaking long-term planning and development of services and resources needed by the Commission's clients; Information and Production, responsible for the overall co-ordination of the Commission's public affairs and for the production of various informational material for the Commission's clients; and Program Delivery, responsible for providing such services as information sessions, workshops and seminars.

Administration, Finance and Personnel Branch

This branch provides all administrative support services such as finance, personnel, Tribunal secretariat, accommodation, library services, records management and materiel management.

Classes of Records

HRC/LEG-005 *Formerly Identified as:* NO REFERENCE
Legal Matters (New)
Description: Information on the administration of legal matters, regulations and guidelines established for operational purposes; legal research on various subjects. *Retrievability:* Files arranged by subject. *Storage Medium:* Paper.

HRC/RPB-010 *Formerly Identified as:* CHRC-10
Research and Policy
Description: Reports by CHRC researchers and by contract organizations, survey questionnaires and data, background materials and policy analysis in human rights. *Topics:* Surveys, research — various grounds of discrimination; discriminatory practices; international organizations and foreign governments; federal interdepartmental committees; provincial governments; relevant correspondence. *Retrievability:* Files arranged by report title or subject matter.

HRC/CCB-015 *Formerly Identified as:* CHRC-50
Human Rights/Discrimination/Amendments
Description: Information on human rights and discriminatio general nature; *Canadian Human Rights Act* amend committees; conferences. *Topics:* Human rights — g discrimination — general; *Canadian Human Rights Act* amen — general, government and non-government organiz accessibility standards, adaptation plans; committees — g government and non-government organizations; confe *Retrievability:* Files arranged by subject or organization.

HRC/CCB-020 *Formerly Identified as:* CHRC-70
Employment Systems
Description: Documentation, correspondence and information employment policies and practices of federally regulate provincially regulated employers; also CHRC policies application of the *Canadian Human Rights Act* to empl policies and practices (i.e. employment systems). *Topics:* Polic procedures — employment systems; employment systems — departments, crown corporations and agencies, chartered communication organizations, land transportation organizatic transportation organizations, navigation organiz manufacturing industries, employee associations, provi regulated employers. *Retrievability:* Files arranged by organiza

HRC/CCB-025 *Formerly Identified as:* CHRC-80
Special Programs and Arrangements
Description: Documentation, correspondence and informat special programs, plans or arrangements undertaken by fe regulated employers or service providers; also CHRC policies application of the *Canadian Human Rights Act* to special pr and arrangements. *Topics:* Policies and procedures — provincial human rights commissions, foreign governmen agencies, contract compliance, consultants; special programs to employment — studies and research, federal departments, corporations and agencies, chartered banks, communi organizations, land transportation organizations, air transpo organizations, navigation organizations, manufacturing ind employee associations; special programs related to services — departments, crown corporations and agencies, chartered *Retrievability:* Files arranged by organization.

HRC/PPB-030 *Formerly Identified as:* CHRC-20
Information and Production
Description: Information on CHRC publications; adve displays, lectures and lecturers, conferences and other com activities; miscellaneous enquiries; press clippings and press rel

HRC/PPB-035 *Formerly Identified as:* CHRC-30
Program Delivery
Description: Information on contacts and activities with em unions and non-governmental organizations; education pro community and outreach activities and CHRC meetings. Education programs; consulting activities; information pro *Retrievability:* Files arranged by organization and project.

HRC/PPB-040 *Formerly Identified as:* CHRC-40
General Liaison
Description: Co-operative liaison on administrative and oper subject matters with various governments, agencies and insti *Topics:* Federal departments and agencies; intern governmental organizations; provincial and territorial gover and agencies; provincial human rights commissions; unive colleges, schools and institutions. *Retrievability:* Files arran organization.

HRC/AFP-045 *Formerly Identified as:* NO REFERENCE
Administrative Services (New)
Description: Correspondence, memoranda, reports, statistics on the general administration and operation of the Commission. *Topics:* Associations, directives committees, conferences and meetings, records of proceedings, library services, management systems, records management, security, accommodation, office equipment and supplies, maintenance and repairs.

HRC/AFP-050 *Formerly Identified as:* NO REFERENCE
Financial Services (New)
Description: Correspondence, memoranda, reports, statistics on the financial management of all programs and activities within the Commission. *Topics:* Accounts, audits, budget, contracts, hospitality, grants, signing authorities, travel.

HRC/AFP-055 *Formerly Identified as:* NO REFERENCE
Personnel Services (New)
Description: Correspondence, memoranda, reports, statistics on the general personnel management activities within the Commission. *Topics:* Appointments, official languages, classificiation, employment and staffing, health/medical services, insurance, resource planning, salaries/wages, superannuation/pension plans, staff relations, training/development.

HRC/AFP-060 *Formerly Identified as:* NO REFERENCE
Tribunal Secretariat (New)
Description: Correspondence on administrative and financial matters, contracts, court rooms, translation services, court reporters, reports, appointments of tribunal members, and security of proceedings of Human Rights Tribunals.

Deleted Classes of Records

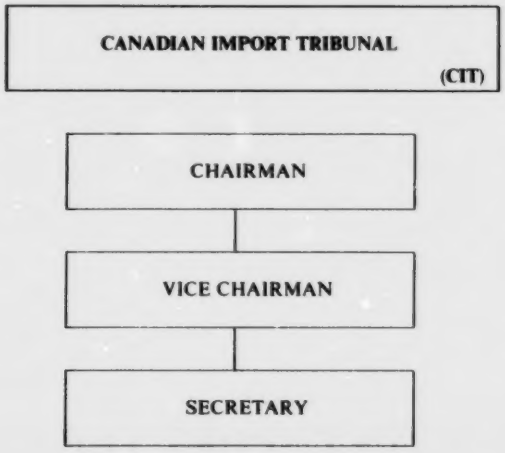
The following Class of Records has been deleted because the information is contained in the Personal Information Index:

CHRC-60 Complaints and Enquiries

CANADIAN IMPORT TRIBUNAL

Chapter 21

CANADIAN IMPORT TRIBUNAL



005 Case Files
010 Legislative Files

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN IMPORT TRIBUNAL
19TH FLOOR
JOURNAL TOWER SOUTH
365 LAURIER STREET WEST
OTTAWA, ONTARIO
K1A 0G5

CANADIAN IMPORT TRIBUNAL

Background

The Canadian Import Tribunal derives its authority from the *Special Import Measures Act*, which replaced the 1969 *Anti-dumping Act*. The new Act came into force on December 1, 1984. It was designed to modernize and streamline Canada's previous anti-dumping and countervailing legislation, and to bring it into conformity with its international obligations. In the case of dumping, we refer to the Agreement on Implementation of Article VI of the General Agreement on Tariffs and Trade (the Anti-dumping Code), and in the case of subsidization, to Article 6 of the Subsidies and Countervailing Duties Agreement (the Subsidies and Countervailing Duties Code). These agreements were negotiated under the auspices of the GATT 'Tokyo Round' of multilateral trade negotiations and signed by Canada in 1979. With respect to the Anti-dumping Code, this had been initially negotiated during the 1960s 'Kennedy Round' of multilateral tariff negotiations.

The Canadian Import Tribunal is an independent, quasi-judicial tribunal whose mandate is to enquire as to whether the importation of goods is causing material injury to Canadian industry or is retarding the establishment of production in Canada, and to determine appropriate action. These enquiries result in the issuance of findings or reports by the Tribunal. Findings establish the basis under which National Revenue, Customs and Excise, levy anti-dumping or countervailing duties, whereas reports assist the government in determining whether safeguard action should be taken respecting other imports.

Because the Canadian Import Tribunal replaced the Anti-dumping Tribunal on December 1, 1984, much of this chapter relates to activities carried out by the former Anti-dumping Tribunal under Section 16 of the *Anti-dumping Act*. Similar enquiries are now conducted pursuant to Section 42 of the current *Special Import Measures Act* by the Canadian Import Tribunal. These enquiries have been broadened to include the determination of the impact of subsidized as well as dumped imports. The Act also contains provisions for representations to be heard on the public interest issue during the proceedings. This means that interested persons may make representations on the issue of whether the imposition of duties on dumped or subsidized goods would be in the public interest.

Under Section 31 of the former Act, the Anti-dumping Tribunal, at any time after the date of any order or finding made by it, was empowered to review, rescind, change, alter or vary the said order or finding or to re-hear any matter before deciding it.

The Canadian Import Tribunal, under Section 76 of the Act, can also review its own findings. The new Act now puts a limitation of five years during which a finding is in effect, if not continued by the Tribunal as a result of a review.

All orders or findings of material injury made under the old Act and which are still in effect on December 1, 1984, are deemed to have been made on the date of proclamation of the *Special Import Measures Act*, because of a transitional provision. Such findings, therefore, may continue in effect for five years unless reviewed and rescinded by the Tribunal at an earlier date.

Under Section 13 of the old Act, the Tribunal was required, if requested to do so, to advise the deputy minister of National Revenue, Customs and Excise, whether there was evidence that imports which were determined or alleged to be dumped were the cause of material injury to the production in Canada of like goods.

The Canadian Import Tribunal is also required to advise the deputy minister on reference questions, under Section 33 of the new Act. The new Act extends the right of referring the question of evidence of injury to the Tribunal to exporters, importers and governments affected by the deputy minister's investigation. Under the old Act, only the deputy minister and the complainant had this right of reference.

Section 16.1 of the *Anti-dumping Act* provided that upon a reference by the Governor-in-Council 'the Tribunal shall enquire into and report to the Governor-in-Council on any other matter or thing in relation to the importation of goods into Canada that may cause or threaten injury to the production of any goods in Canada'. This section had both general and specific applications. In general, it was invoked in relation to any problem involving alleged injury caused by imports. Specifically, it was invoked to assist the Governor-in-Council in dealing with situations in which it had been determined that allegedly injurious imports had benefited from foreign government subsidization.

Section 48 of *Special Import Measures Act* extends the purview of the former Section 16.1 *Anti-dumping Act* as it includes the provision of imported services as a subject of possible enquiry.

As was the case with the former Act under Section 16.1, enquiries carried out pursuant to Section 48 of the *Special Import Measures Act* are advisory rather that adjudicative, and any action which may follow is decided by the Governor-in-Council who is not bound by the Tribunal's reports.

The Canadian Import Tribunal has two further statutory responsibilities that it is mandated to fulfill under the new Act. Section 89 provides that the Tribunal may be asked to rule on the question as to which of two or more persons is the importer of goods on which duty is payable. Also, the Tribunal has a duty to reconsider any finding that it has made, when its ruling as to who is the importer identifies a person other than the one specified by the deputy minister of National Revenue.

The Special Import Measures Act, the Regulations, and the Rules should be consulted for the purpose of interpreting and applying the law.

Section 75(3) of the Act imposes an obligation on the Tribunal to maintain as confidential any evidence or information that is by its nature confidential. As a result, all information on record of a case is classified as either public or confidential. Only authorized counsel, upon giving a formal undertaking of confidentiality, have access to confidential information, and only during the course of the enquiry.

Publications

Manuals

- Canadian Import Tribunal Rules of Procedure

Access Procedures

Please address all requests for formal access to

Assistant Secretary
Canadian Import Tribunal
19th Floor — Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G5
Telephone: (613) 993-4601

Classes of Records

CIT/CIT-005 *Formerly Identified as:* AT-10
Case Files
Description: These case files contain marketing and financial information from Canadian manufacturers and importers. *Topics:* Enquiries conducted under Section 42 of the *Special Import Measures Act;* reviews of Tribunal findings conducted under Section

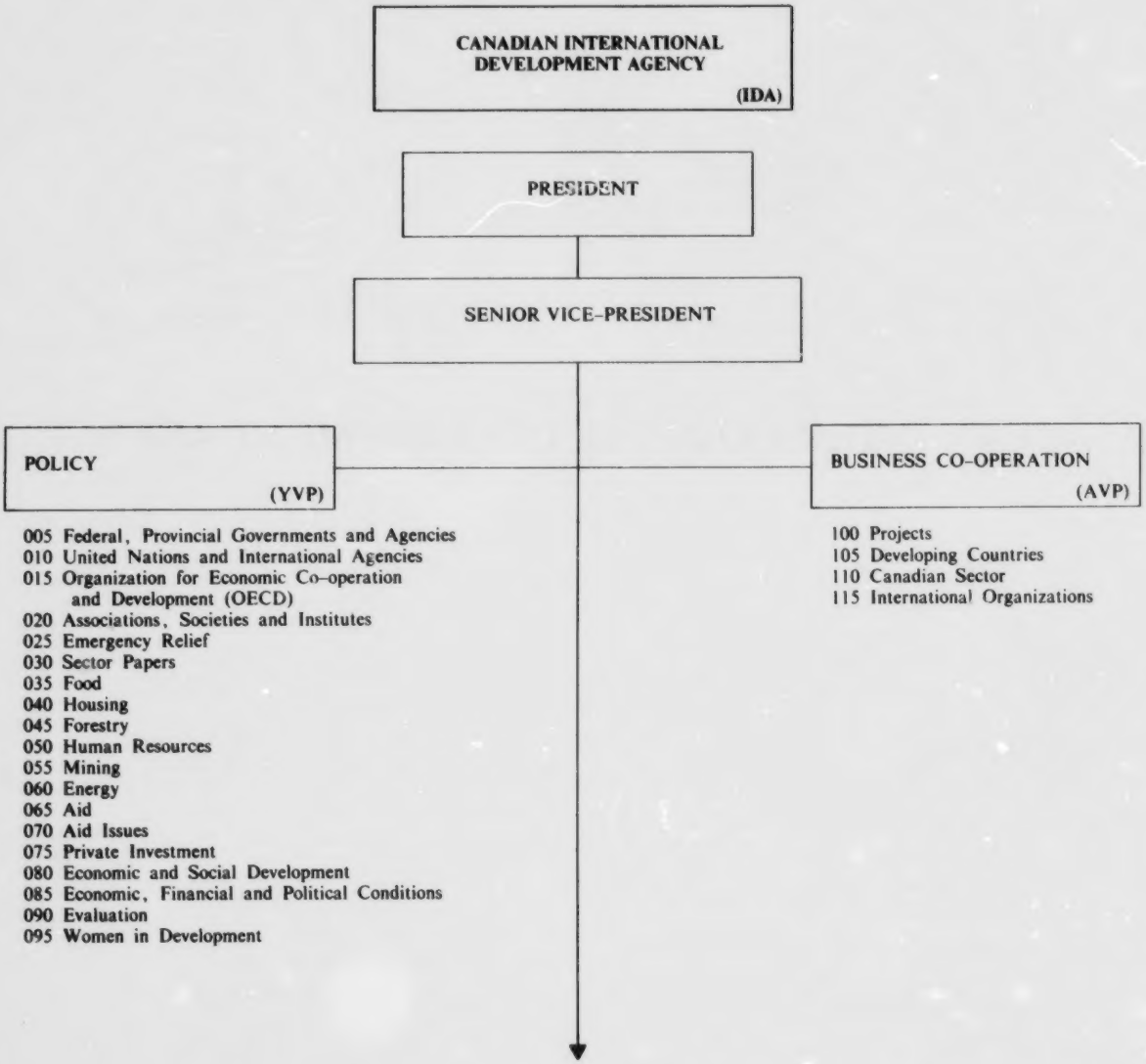
76 of the Act; appeals filed under Section 28 of the *Federal Court Act* on specific Tribunal findings; Governor-in-Council orders conducted under Section 48 of the Act.

CIT/CIT-010 *Formerly Identified as:* AT-20
Legislative Files
Description: Files on different legislation. *Topics:* GATT agreement; U.S. anti-dumping laws; European anti-dumping laws.

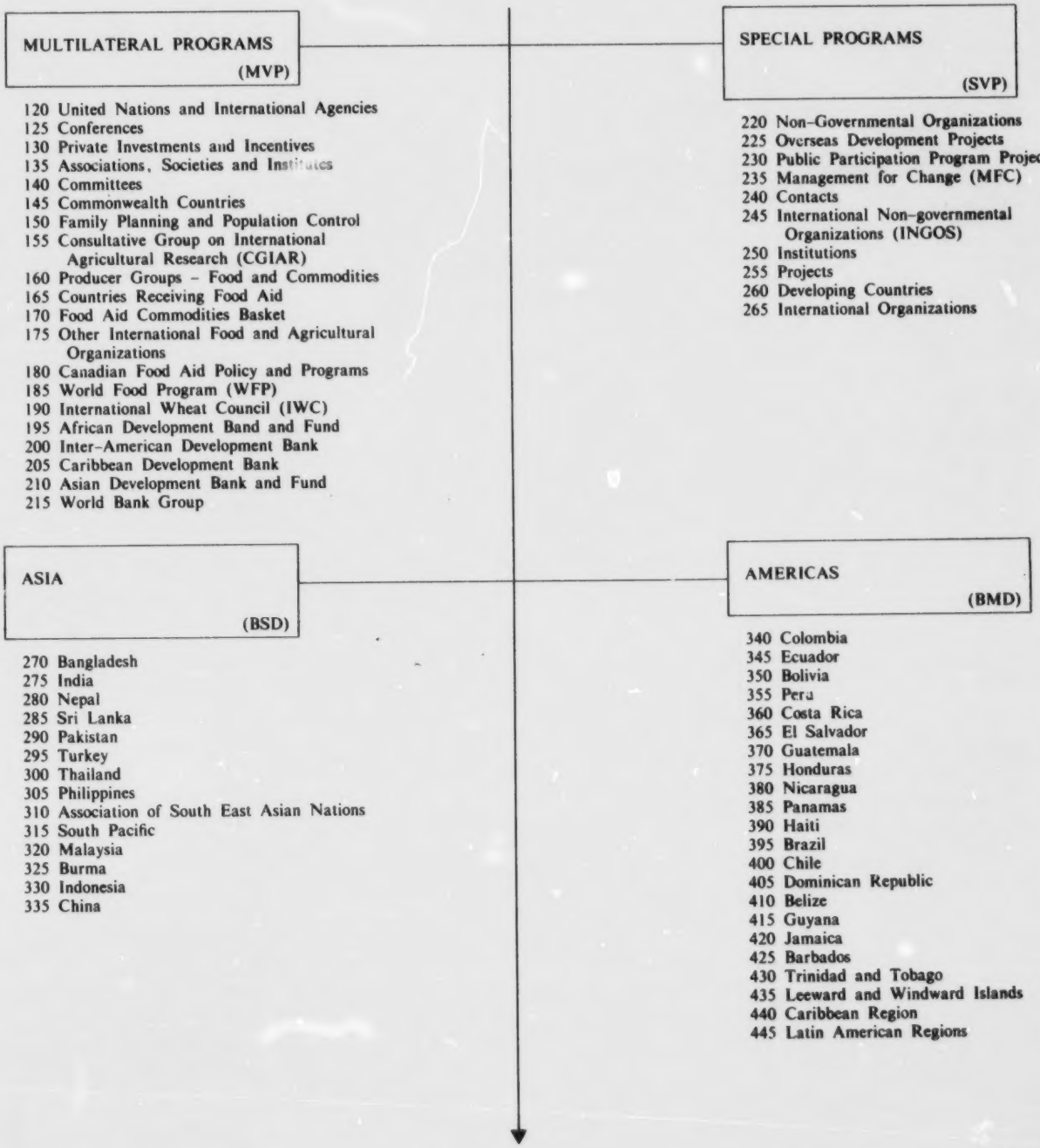
CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

Chapter 22

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY



CANADIAN INTERNATIONAL DEVELOPMENT AGENCY



CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

ANGLOPHONE AFRICA (BCD)

450 Southern Africa Development Co-ordination Conference (SABCC)
455 Botswana
460 East African Community
465 Ghana
470 Kenya
475 Lesotho
480 Malawi
485 Mauritius Island
490 Nigeria
495 Sierra Leone
500 Somalia
505 South Africa
510 Namibia
515 Swaziland
520 Tanzania
525 Uganda
530 Zambia
535 Zimbabwe
540 Angola
545 Mozambique
550 Egypt
555 Sudan
560 Ethiopia
565 Regional Program

FRANCOPHONE AFRICA (BFD)

570 Mali
575 Niger
580 Chad
585 Burkina Faso
590 Senegal
595 Mauritania
600 Guinea-Bissau
605 Cape Verde Islands
610 Algeria
615 Ivory Coast
620 Tunisia
625 Morocco
630 Malagasy Republic
635 Cameroons
640 Rwanda
645 Congo
650 Zaire
655 Togo
660 Bénin
665 Gabon
670 Burundi
675 Republic of Guinea
680 Central African Republic
685 Sao-Tome-Principe

OPERATIONS SERVICES BRANCH (RDG)

690 Contracts
695 Procurement
700 Food Procurement and Transportation
701 DSS Procurement and Transportation
705 Material and Specifications
710 Human Resources
715 Area Co-ordination Group

PROFESSIONAL SERVICES BRANCH (RVP)

720 Telecommunications
725 Transportation
730 Energy
735 Water
740 Architecture
745 Construction
750 Agriculture
755 Forestry
760 Mining and Metallurgy
765 Fisheries
770 Industrial Services
775 Resource Inventories
780 Education
785 Health and Population
790 Development Communication
795 Human Settlements
800 Institutional Support and Management

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN INTERNATIONAL
DEVELOPMENT AGENCY
PLACE DU CENTRE
200 PROMENADE DU PORTAGE
HULL, QUEBEC
K1A 0G4

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

Background

The Canadian International Development Agency (CIDA) administers Canada's programs of assistance to countries in the developing world.

The multi-faceted nature of the problems of international development necessitate close collaboration with a wide range of partners in Canada and overseas. Since the development effort involves nearly all sectors of society, CIDA must draw on the expertise of hundreds of Canadian private firms, voluntary organizations, many federal and provincial government departments, and of course the governments, institutions, and voluntary organizations of the developing countries themselves. In addition, the interdependence of development policies with other aspects of Canada's foreign policy requires on-going working relationships with such departments as External Affairs, Finance, and Agriculture, as well as the Export Development Corporation, other aid-giving countries, the United Nations, the World Bank and other multilateral organizations.

Laws and Regulations

CIDA is designated as a department for the purposes of the *Financial Administration Act* by Order-in-Council P.C. 1968-9-23 of May 8, 1968. It acts under the sponsorship of the Secretary of State for External Affairs (SSEA). The authority of the SSEA and of CIDA for the International Development Assistance Program and related purposes is found in the new *Department of External Affairs Act*, in the Annual Appropriation Acts and in the *International Development (Financial Institutions) Continuing Assistance Act*.

Overall Responsibilities

The objectives of the International Development Assistance (IDA) program are as follows: (1) to facilitate the efforts of the peoples of developing countries to achieve self-sustainable economic and social development in accordance with their needs and environment by co-operating with them in development activities, and (2) to provide humanitarian assistance, thereby contributing to Canada's political and economic interest abroad in promoting social justice, international stability and long-term economic relationships for the benefit of the global community.

Organization

Program Organization for Delivery

The International Development Assistance Program, estimated at more than $1.6 billion, is composed of three activities.

The Country to Country Co-operation activity is the largest and is divided into four sub-activities. The Direct Country Assistance sub-activity involves assistance in the form of projects and programs provided by Canada on a government-to-government basis to selected countries and regional institutions in these geographical areas. Bilateral Food Aid covers the transfer of food commodities on a country-to-country basis. Development Co-operation and Development Education includes support for the overseas development efforts of provincial governments, Canadian non-governmental organizations and institutions, and for programs to increase public participation in international development. Finally, Business Co-operation refers to the support provided to the Canadian private sector to support the international development initiatives.

The second largest activity, International Initiatives, has five sub-activities. International Financial Institutions covers Canadian support for regional development banks such as the Asian Development Bank. The Multilateral Food Aid sub-activity includes food aid provided through international organizations as well as certain co-ordination and evaluation functions relating to all CIDA food aid. Multilateral Technical Co-operation refers to support for United Nations bodies engaged in international development and also includes contributions to selected Commonwealth, francophone and other multilateral organizations. International Humanitarian Assistance involves support for international institutions, non-governmental organizations, and governments responding to natural and man-made disasters. International Non-Governmental Organizations (INGO) provides for support to international non-governmental organizations, such as the International Planned Parenthood Federation, that are involved in development co-operation.

The Corporate Services activity involves the provision of advisory and support services to CIDA in such areas as executive functions, policy formulation, public affairs, and personnel and financial services.

In the portfolio of External Affairs, the Secretary of State for External Affairs has the ultimate responsibility for the international dimensions of Canada's national interests and activities.

The Minister for External Relations has the primary responsibility for the Canadian International Development Agency and international development issues in general. More specifically, the Minister for External Relations is responsible for francophone and anglophone Africa, the Caribbean region and the development institutions of the United Nations. The Minister has delegated authority with respect to the allocation of aid among sectors within an individual recipient country as well as project and contract approval. In discharging these responsibilities, the Minister receives direct recommendation from the President of CIDA and the President's committee.

The Canadian International Development Agency is headed by a President who is a deputy-minister. With regards to the day-to-day management of the Agency, the President is seconded by a senior vice-president and a committee formed by the vice-presidents responsible for various sectors of the Agency's work.

The orientation of development aid programs is decided by Cabinet on the advice of the Secretary of State for External Affairs. The President of CIDA, after extensive consultations with other departments concerned, submits his/her recommendations to the Secretary of State for External Affairs in an annual strategic overview which, after the latter's approval, is submitted to Cabinet.

Access Procedures

Requests for information submitted under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Canadian International Development Agency
Place du Centre
200 Promenade du Portage
Hull, Québec
K1A 0G4
Telephone: (819)997-0964
Telex: 053-4140

Policy Branch

The branch is responsible for the formulation of development policies and strategies in relation to the transfer of official development assistance to developing countries, the provision of continuing advice to ensure that these policies are kept relevant to conditions affecting the implementation of the IDA Program, and the design and review of evaluation methods and practices to maximize its effectiveness. It is comprised of three divisions: Policy Planning and Co-ordination Division, Policy Development and Research Division, and the Evaluation Division.

Manuals

- Project Evaluation — Perspective and Methodology
- Session Workbook on Project Evaluation
- Handbooks — Bilateral Programs
- Branch and Divisional Directives — describing operational procedures

Business Co-operation Branch

The branch co-ordinates and expands the Agency's working relations with the Canadian business community. The activity is designed to strengthen the Agency's program to assist the economic and social development of developing countries in the Third World. It will continue expanding CIDA's efforts to encourage the Canadian business community to increase investment in and development of the technological capacities of these countries, thus assisting the industrial and agricultural development and the creation of new employment in these countries.

Industrial Co-operation Division

The purpose of this division is to stimulate increased participation by Canada's private sector in the industrial development and growth of the Third World, and to do so through joint ventures and other forms of business initiatives beneficial both to developing countries and Canada.

Policy and Liaison

The purpose of this unit consists of formulating and co-ordinating policies as they relate to the Canadian business sector's participation in projects in developing countries, which fall within the development objectives of recipient countries.

Consultant Industrial Relations

The purpose of this unit consists of establishing and maintaining effective contacts with individual Canadian firms operating in various industrial sectors to assist their interface with CIDA.

Systems and Operations

The purpose of this unit consists of planning, developing, maintaining and evaluating the systems related to the operations of the Business Co-operation Branch.

Multilateral Programs

Through multilateral assistance, Canada joins with other donor nations to provide development assistance that is beyond the scope of individual donor countries. CIDA funds for multilateral programs are channeled through United Nations agencies and other international development organizations. In addition, CIDA and the Department of Finance provide funds to international financial institutions such as the regional development banks and the World Bank.

Most of these organizations operate a variety of programs, so that CIDA contributes to some 65 programs in all. While the organizations are responsible for the administration of projects, Canada participates in their governing bodies to ensure that the organizations are operating within appropriate policy and operational guidelines, and that they meet Canada's interests and those of the international community as a whole.

The Multilateral Branch is composed of four divisions: Multilateral Technical Co-operation, Food Aid Co-ordination and Evaluation Centre, Financial Institutions and International Humanitarian Assistance.

Multilateral Technical Co-operation

The division funds some 55 international programs engaged in a wide variety of development-related areas, particularly technical co-operation. In addition to the development programs in the United Nations family, programs related to the Commonwealth, the *Agence de co-opération culturelle et technique*, and the Consultative Group of International Agricultural Research are also administered by the division.

Manuals

- Program Memory
- Multilateral Reviews
- Bilateral Reviews
- Institutional Appraisals
- Multilateral Management Systems Manual
- Disbursement Plan
- Criteria, Terms and Conditions
- Grants and Contributions

Food Aid Co-ordination and Evaluation Centre (FACE)

The centre is responsible for the total CIDA food aid program. It thus participates in the food aid program cycle and allocation process as well as in the preparation and processing of all submissions seeking approval for food aid projects; co-ordinates the planning of food aid activities in consultation with operating branches; initiates discussions on and participates in the process of food aid budget reallocations, as and when necessary, during the course of the fiscal year, in consultation with operating branches; serves as a co-ordinating centre within CIDA for policy and program discussions concerning food aid, with Treasury Board, the Department of External Affairs, Agriculture Canada, the Department of Finance, the World Food Program, the Canadian Wheat Board, the Canadian Dairy Commission, the Fish Marketing Board (for reserving tonnages), and food producers and processors. The centre also acts as team leader on the Food Aid Program Team and its core groups.

Manuals

- Food and Agricultural Organization (FAO) Reports

Financial Institutions Division

The division develops and maintains the international financial institutions as mechanisms for development financing. It provides guarantees (i.e., recallable capital) to facilitate the recycling of private capital resources for development financing, and in so doing multiplies the availability of such financing. The funds are provided to regional development banks for use in their first and second windows as well as for technical assistance purposes. The division also actively participates with other departments in the management of Canadian assistance provided through the Department of Finance to the World Bank Group. It ensures that the international financial institutions (IFIs) are managed in a manner which maintains their creditworthiness in the international capital markets. The division fosters policies within the IFIs that are consistent with the developmental and humanitarian principles of Canadian foreign policy.

International Humanitarian Assistance Program (IHA)

Under this program, Canada provides financial support for efforts to alleviate human suffering caused by natural and man-made disasters abroad. This assistance is normally channelled through international institutions and Canadian and international non-governmental

organizations involved in such work. This is a reflection of Canada's desire to participate in a collective international effort.

Grants are given primarily in support of the regular programs of three major institutions: United Nations High Commissioner for Refugees (UNHCR), United Nations Relief and Works Agency for Palestinian Refugees (UNRWA), and the International Committee of the Red Cross (ICRC). Grants are also given in support of special country appeals or for projects launched by these and other humanitarian institutions. To ensure the flexibility needed by an emergency response mechanism, a policy of providing largely untied IHA program grants is maintained.

Special Programs Branch

The branch provides contributions to Canadian non-governmental organizations (NGOs) in support of general development assistance programs, specific projects, as well as education programs and projects.

Manuals

- Operations Handbook 13
- Non-governmental Organizations (NGO) Division

International Non-governmental Organizations Division

The division provides grants and contributions to international non-governmental organizations (INGOs) in support of development assistance programs and projects.

Institutional Co-operation and Development Services Division

The division's program represents a new dimension in Canada's relations with the developing countries by seeking to build relationships with them. It is a shift away from aid, with its donor-receiver connotations, to collaborations that bring mutual benefits. The program provides a framework for joint ventures between institutions and organizations in Canada and their counterparts in the developing countries. It enables such bodies to undertake substantive programs together, rather than to "twin" or link institutions purely to exchange personnel. "Joint ventures" are endeavours in which both parties have a stake since they will be working together as equal partners, rather than as a Canadian institution providing aid or technical assistance on a one-way basis. "Substantive" means programs that deal with specific problems or program areas.

Manuals

- Handbook 13
- Institutional Co-operation and Development Services Division Manual

Asia Branch

The principal objective of the Asia Branch is to plan, develop and implement Canada's aid program to some eight countries of concentration and fourteen other countries within Asia and to integrate Canadian development activities within these countries.

Under the direction of the vice-president, the Asia Branch is composed of eight program units: Asian Regional Program; India/Nepal; Pakistan; Indonesia; Peoples' Republic of China; Thailand; Bangladesh; Sri Lanka. Each unit is responsible for the management of aid programs to recipient countries as well as the relationship of these programs to Canadian interests.

The program is composed of projects throughout Asia under the management of contractors, consultants and individual co-operants. Increasing use is made of non-governmental organizations and institutions implementing grassroots activity for social and human resource development. There are approximately 230 ongoing projects primarily concentrated in the agriculture, rural development, energy, human resource development, and social development sectors at various stages of development.

Americas Branch

In January 1979 the Latin American and Commonwealth Caribbean programs were grouped in the newly constituted Americas Branch. The administrative regrouping makes it possible to take the whole continent into account when formulating a development strategy for the region's developing countries, which face five major problems: poor distribution of income; low agricultural productivity; rapid urbanization; acute unemployment; and increasing debt, largely the result of oil price increases and declining trade. Despite their merger, the two programs are distinct in structure and evolution.

Latin American Region

The Agency's program in Latin America focuses mainly on energy, forestry, food and agriculture, transportation, and the development of human and institutional resources. Programs of social development through non-governmental institutions and organizations aim at improving the standard of living of the most disadvantaged people, especially in the areas of health and nutrition. With the exception of Venezuela and Cuba, CIDA provides support to local initiatives through mission-administered funds (MAF), non-governmental organizations (NGOs) and industrial co-operation in all countries of the region.

Commonwealth Caribbean Region

The primary objective of Canadian bilateral assistance to the Caribbean is to encourage economic growth and stability. Food production, energy generation, and response to increasing balance of payments and human resource constraints are of critical concern. The bilateral program has thus focussed on the agriculture (including forestry and fisheries), public services, transportation, education, and energy sectors. In 1978, under the auspices of the World Bank, a mechanism was set up known as the Caribbean Group for Co-operation in Economic Development (CGCED). It comprises recipients, donors and multilateral institutions and serves as a consultative group on long-term economic development in the region. CIDA provides support to local initiatives through Mission Administered Funds (MAF), NGOs and institutional co-operation in Commonwealth Caribbean countries. Under the Joint Trade and Economic Agreement, CIDA also has a program of industrial co-operation to promote private sector development in the region.

Anglophone Africa Branch

The anglophone Africa program at CIDA covers 28 African countries, ranging from the largest on the continent (Sudan), and the most populous (Nigeria), to a number of micro-states with populations of less than one million. Living conditions are difficult in most of these countries, as reflected by the low average annual gross national product of $300 per capita, an adult literacy rate of only 38 per cent and a life expectancy of 47 years.

To date, the major sectors of involvement have been energy, transportation human resource development and agriculture. Two trends have become apparent during the past few years. The first is an increasing emphasis on projects directed to the agricultural sector, particularly ones which will support food production. Approximately 35 per cent of bilateral assistance is now disbursed on agriculture and rural development projects. The second trend is a greater use of economic support mechanisms such as lines of credit and commodity grants. Under these mechanisms, priority is given to the provisions of

goods and services which will improve the use of existing infrastructure, production facilities and essential social services.

The major recipients of Canadian assistance are Egypt, Ghana, Kenya, Tanzania, Zambia and Zimbabwe. Most of this assistance is provided in the form of contributions, with some countries also receiving concessional loans.

Francophone Africa Branch

Canada has been increasing its assistance to the most disadvantaged countries and peoples in francophone Africa. In the Sahel, substantial assistance has been provided to promote the development of agriculture and end the isolation of countries, and areas within countries, through the construction of roads and railways, the Panafrican Telecommunications Network (PANAFTEL) and the *Centre régional de télédétection de Ouagadougou* (RTO). In addition, the transfer of resources and industrial co-operation with middle-income countries has been increasing. Overall, the transportation, agricultural, education, public services (hydroelectricity and energy generally) and communications sectors have received most of the funding.

Operations Services Branch

The branch provides services to the Agency in general, and the four geographic branches, in particular in the areas of program co-ordination, systems, development of operational policies and procedures, contracting, procurement, and human resources development (recruitment, briefing and training).

The branch is also responsible for the corporate planning and management systems common to the four geographic programmes, i.e. bilateral programs. This function includes management of the bilateral planning and financial cycle, responsibility for developing guidelines related directly to management of the bilateral program, and a catalytic role in stimulating innovations and improvements in program and project planning and management.

The branch currently consists of six separate divisions: Contracts Division; Procurement Division; Human Resources Division; Briefing Centre; Area Co-ordination Group — Programming and Planning; and Systems and Operations.

Contracts Division

The division is responsible for the development, implementation and monitoring of contractual policies, procedures and standards for services contracts, and related liaison with the Treasury Board Secretariat and other government departments. It is also responsible for advising and assisting project teams on services contract negotiations and for the negotiation of major contracts on behalf of the area branches as requested, and is responsible for the preparation of all services contracts and related documents. Other responsibilities include entering and updating all data dealing with service contracts in AIDIS.

Procurement Division

The division provides advice to client branches on procurement and shipment practices for material, equipment, and related services associated with aid programs and projects, including lines of credit. It also provides services for the procurement and shipment of food and commodities. The division formulates material and equipment specifications and monitors the performance, as to quality, quantity and scheduling, of the Department of Supply and Services or any other procurement agency.

Procurement and Transportation Section

The section provides advice and assistance to client branches on food procurement, on procurement of equipment for grant aid projects through the Department of Supply and Services, and on transportation of food and goods to recipient countries; and carries out procurement and monitoring activities for these goods and services.

Commodity and Lines of Credit Section

The section is responsible for the provision of advice and assistance to the bilateral geographic branches on matters of procurement planning and monitoring within aid programs and projects; to administer and manage, on request, the commodity grants and lines of credit on behalf of the project team leader; and to supervise for the client branches the procurement management of projects conducted by the recipient countries or their agents through monitoring.

Equipment, Maintenance and Specification Section

The section provides advice and assistance to client branches on specifications for free-standing equipment and on its deployment and use. In addition, the section supports client branches by providing expertise in the areas of long term maintenance, quality assurance, and Canadian content.

Human Resources Division

The division develops policies, guidelines and activities on the recruiting and selection of CIDA co-operants and the placement and administration of bilateral trainees; assistance to project staff and Canadian executing agencies implementing technical assistance projects; recruitment of experts for the United Nations and the administration through an executing agency of United Nations Fellows in Canada; implementation of the CIDA Scholarship Program, the Commonwealth Scholarship and Fellowship Program, and the CIDA Natural Sciences and Engineering Research Council — Research Associateship Program.

Manuals

- Handbook for Scholars and Fellows
- Handbook for Co-operants
- CIDA Co-ordinators Manual
- CIDA Awards offered to Canadians

Briefing Centre

The centre prepares documents on the transfer and skills and knowledge, adaptation and effective communication in a foreign country; pre-departure and pre-return documentation, to meet the needs of Canadians working with CIDA.

Area Co-ordination Group (ACG)

This group is composed of two divisions (Programming and Planning; and Systems and Operations) whose activities relate to co-ordination of corporate activities and management improvement initiatives, mainly for the geographic programs. Its responsibilities include the development, updating and communicating of operational policies and procedures and their integration into corporate training plans and terms of reference for executing agencies.

As a general rule, the Area Co-ordination Group holds documentation only in support of ongoing policy work, the end-products of which are published as guidelines and/or amendments to the CIDA Handbook on Bilateral Programs.

Main files on operational matters where ACG is involved are generally under the responsibility of other branches except for

ongoing activities, such as those listed in the Classes of Records section.

Professional Services Branch

The branch provides professional and technical services to the Multilateral Programs and Special Programs Branches and, particularly, to the area branches in the planning and implementation of CIDA aid programs and projects, through an analysis of the Canadian industrial resource base. It also develops and updates, in co-operation with the Policy Branch, the sectoral policies for the orientation of these programs and projects. Finally, it monitors projects to ensure that the technical quality or work being performed by Canadian consultants, contractors and technical assistants meets a high standard of proficiency, and that these services are dispensed economically. It also plans the development of sectoral expertise with a geographic focus, in support of the geographic divisions, within agreed upon concepts.

The branch comprises five divisions: Infrastructure, Natural Resources, Social Development, Programming and Systems, and Consultant Selection Secretariat.

Infrastructure Division

The division provides advice and related technical services in policy formulation and in the identification, planning and implementation of projects in transportation, energy, water supply and sanitation, architecture, large-scale civil construction, and telecommunications, including associated studies on viability and operational feasibility.

Natural Resources Division

The division provides advice and related technical services in the identification, planning and implementation of programs and projects in agriculture, forestry, mining, fisheries, industrial development and resource inventories.

Social Development Division

The division provides advice and related technical services in the identification, planning and implementation of projects in education, development communication, health and population, human settlements, institutional support, and social sciences.

Programming and Systems Division

The division ensures the programming of branch activities and defines the systems and procedures supporting their implementation. It provides professional and administrative support services for the management of branch budgets and administration in general. It also manages work assignment procedures as well as files on service requests received in the branch.

Consultant Selection Secretariat

The secretariat carries out the selection of consultants, individuals, firms, institutions, contractors and trading houses required in the planning and implementation of CIDA aid or in-house projects, and maintains an appropriate data bank.

Classes of Records

IDA/YVP-005 *Formerly Identified as:* CIDA-10
Federal, Provincial Governments and Agencies
Description: Information on all Canadian government departments and agencies. *Topics:* Committees; councils; boards; conferences; joint programs; agreements; Canadian development assistance ventures.

IDA/YVP-010 *Formerly Identified as:* CIDA-20
United Nations and International Agencies
Description: Information on positions adopted on aid issues, trends, development questions. *Topics:* Development banks; international agencies; regional institutions and associations; policies, programs, documents of organizational activities; intergovernmental organizations; General Assembly, trade agreements committees, groups, conferences, Development Decade.

IDA/YVP-015 *Formerly Identified as:* CIDA-30
Organization for Economic Co-operation and Development (OECD)
Description: Information on studies, positions and decisions of the various committees of OECD. *Topics:* Committees, groups, councils, meetings, documents of activities, reports and statistics; aid review — ODA Programs.

IDA/YVP-020 *Formerly Identified as:* CIDA-50
Associations, Societies and Institutes
Description: Information on the functions of all major Canadian and international organizations concerned with development and aid issues that have dealings with CIDA.

IDA/YVP-025 *Formerly Identified as:* CIDA-70
Emergency Relief
Description: Information on political, economic, management and social aspects of international emergency relief. *Topics:* Organizations; emergency relief (by country). *Retrievability:* Files arranged by country and institution.

IDA/YVP-030 *Formerly Identified as:* CIDA-80
Sector Papers
Description: Policy and questions concerning economic and social development within and among economic sectors. *Topics:* Agriculture and food production; education; health; fisheries; mining; population; transportation; telecommunications; energy; tourism; forestry; regional integration; environment; industry; housing; urban development; immigration.

IDA/YVP-035 *Formerly Identified as:* CIDA-90
Food
Description: Information on policy aspects of the production, transportation, storage, marketing and consumption of food. *Topics:* Food technology; food storage and warning system; food aid consultation; edible protein.

IDA/YVP-040 *Formerly Identified as:* CIDA-100
Housing
Description: Information on housing. *Topics:* Mobile homes; emergency shelters; low-cost houses.

IDA/YVP-045 *Formerly Identified as:* CIDA-110
Forestry
Description: Information on the development and management of forests resources. *Topics:* Education and training; meetings with deans of faculties of forestry; proposed national air tanker fleets; resource development forestry.

IDA/YVP-050 *Formerly Identified as:* CIDA-120
Human Resources
Description: Information on human resources. *Topics:* Brain drain; management for change program; education and training; special services; engineering programs; francophone programs; education and health programs; national resources programs; administration

programs; research and development; family planning and population control; manpower and refugees.

IDA/YVP-055 *Formerly Identified as:* CIDA-130
Mining
Description: Information on the development and management of mineral resources.

IDA/YVP-060 *Formerly Identified as:* CIDA-140
Energy
Description: Information on the sources, development, production and consumption of energy.

IDA/YVP-065 *Formerly Identified as:* CIDA-160
Aid
Description: Information on the extent and nature of international development assistance provided by donors and received by recipient countries, including institutional transfer mechanisms. *Topics:* Strategies and theories of development; economic, technical, financial, management, evaluations and social aspects of aid.

IDA/YVP-070 *Formerly Identified as:* CIDA-170
Aid Issues
Description: Statistical data and relevant information on aid issues that are part of Official Development Assistance. *Topics:* Aid mechanisms; volume; terms and conditions; eligibility allocation; special categories of less developed countries (LDCs).

IDA/YVP-075 *Formerly Identified as:* CIDA-190
Private Investment
Description: Information on international joint ventures, regional investment, development banks and institutions, specialized agencies of the United Nations, international and national organizations and conferences.

IDA/YVP-080 *Formerly Identified as:* CIDA-200
Economic and Social Development
Description: Information on Third World and general project planning.

IDA/YVP-085 *Formerly Identified as:* CIDA-220
Economic, Financial and Political Conditions
Description: Information on trends and developments in economic, financial and political conditions in foreign countries and their relations with other countries that are likely to affect their views on international development co-operation policies and programs. *Topics:* Role of private and public sectors; domestic production and consumption; foreign trade and investment; population resources; elections, political parties and personalities; government organization.

IDA/YVP-090 *Formerly Identified as:* NO REFERENCE
Evaluation (New)
Description: Corporate evaluation of CIDA information on programs. Evaluations support the Agency's corporate policy and decision making by providing relevant and objection evidence on the results and effectiveness of the Agency's programs and permit the periodic assessment of the effectiveness of the Agency's strategy for delivering aid. *Topics:* Country programs; sectors; joint evaluations; International Development Banks, Associations; UN Programs.

IDA/YVP-095 *Formerly Identified as:* NO REFERENCE
Women in Development (New)
Description: The CIDA policy is founded on the recognition that development must involve both women and men in order to be effective and that women are, in fact, an integral part of the development process. The challenge is to ensure that development intervention impacts on women as positively as possible and that women are able to have a positive impact on development. CIDA undertakes to ensure that the full range of its development assistance will contribute substantively to the realization of the full potential of women as agents and beneficiaires of the development process. In applying this goal, CIDA recognizes that development assistance must be responsive to the priorities of individual development partners, many of whom have accepted committments to the rights of women to participate in and benefit from the process of development.

IDA/AVP-100 *Formerly Identified as:* NO REFERENCE
Projects (New)
Description: Information on specific projects as proposed and undertaken by applicant companies.

IDA/AVP-105 *Formerly Identified as:* NO REFERENCE
Developing Countries (New)
Description: Information on countries served by the Industrial Co-operation Program.

IDA/AVP-110 *Formerly Identified as:* NO REFERENCE
Canadian Sector (New)
Description: Information on Canadian private sector organizations, with the Industrial Co-operation Program.

IDA/AVP-115 *Formerly Identified as:* NO REFERENCE
International Organizations (New)
Description: Information on international financing institutions, aid agencies and regional institutions.

IDA/MVP-120 *Formerly Identified as:* CIDA-240
United Nations and International Agencies
Description: Information on Canada's funding and administration of the development programs of the United Nations, programs related to the *Agence de co-opération culturelle et technique*, international agricultural research centres, as well as core funding of the UN High Commissioner for Refugees, the UN Refugee and Works Agency, the International Committee of the Red Cross, the UN Education and Training Program for Southern Africans and the UN Fund for Namibia.

IDA/MVP-125 *Formerly Identified as:* CIDA-250
Conferences
Description: Information on annual and special-purpose international meetings in which Canada was a participant.

IDA/MVP-130 *Formerly Identified as:* CIDA-260
Private Investments and Incentives
Description: Information on Canada's participation in international meetings aimed at developing incentives for industry and labour to invest in underdeveloped countries. *Topics:* Canadian and international companies and corporations.

IDA/MVP-135 *Formerly Identified as:* CIDA-270
Associations, Societies and Institutes
Description: Information on CIDA participation in or relations with voluntary and non-government Canadian and international associations, societies and institutes.

IDA/MVP-140 *Formerly Identified as:* CIDA-280
Committees
Description: Information on Canadian participation in international committees for the pursuit of Canadian foreign policy. *Topics:* Federal interdepartmental committees; federal-provincial committees; international committees; UN committees.

IDA/MVP-145 *Formerly Identified as:* CIDA-290
Commonwealth Countries
Description: Information on Canada's funding and administration of Commonwealth programs as well as participation in meetings of heads of government, Commonwealth finance ministers, boards of representatives, and the Commonwealth Working Group of the

Common Fund. *Topics:* Commonwealth countries; Organization of Commonwealth countries — colleges, schools universities and churches.

IDA/MVP-150 *Formerly Identified as:* CIDA-300
Family Planning and Population Control
Description: Information on Canada's policy on general population matters. *Topics:* Human resources, research and development; family planning and population control.

IDA/MVP-155 *Formerly Identified as:* CIDA-310
Consultative Group on International Agricultural Research (CGIAR)
Description: Information on meetings concerning policy and overall financial support for the international agricultural research centres supported by the CGIAR. *Topics:* Annual Centres Week, technical assistance meetings and reports; economic and social development; farm planning; agricultural products.

IDA/MVP-160 *Formerly Identified as:* CIDA-320
Producer Groups — Food and Commodities
Description: Information on producer's groups supplying processed and unprocessed commodities to Canada's Food Aid Program. *Topics:* Canadian Dairy Commission; Canadian Flour Millers' Association; Canadian International Grain Institute; Canadian National Millers' Associations; Canadian Wheat Board; Canola Crushers of Western Canada; Association of Bean Growers.

IDA/MVP-165 *Formerly Identified as:* CIDA-330
Countries Receiving Food Aid
Description: Information on countries receiving Canadian bilateral and multilateral food aid. *Topics:* Bangladesh; Dominica; Egypt; Ethiopia; Ghana; Haiti; India; Jamaica; Kampuchea; Kenya; Laos; Mali; Mauritania; Mozambique; Nepal; Nicaragua; Pakistan; Portugal; Rwanda; Sahel; Senegal; Somalia; Sri Lanka; Sudan; Tanzania; Tunisia; Turkey; Uganda; Vietnam; Zaire; Zambia; Zimbabwe.

IDA/MVP-170 *Formerly Identified as:* CIDA-340
Food Aid Commodities Basket
Description: Information on food aid commodities supplied by Canada in Canadian Food Aid Program. *Topics:* Commodities — prices, nutrition, packaging, procurement; dried eggs; fish; skim milk powder; triticale; vegetable oil and oilseeds; wheat; wheat flour; beans; dehydrated potatoes.

IDA/MVP-175 *Formerly Identified as:* CIDA-350
Other International Food and Agricultural Organizations
Description: Information on international organizations with an interest in food aid. *Topics:* Food and Agricultural Organization (FAO); World Food Council (WFC); International Food Policy Research Institute (IFPRI); Organization for Economic Co-operation and Development (OECD); United Nations Relief and Works Agency (UNRWA) — Palestinian refugees.

IDA/MVP-180 *Formerly Identified as:* CIDA-360
Canadian Food Aid Policy and Programs
Description: Information on the policy of CIDA and other governmnt policies related to the Canadian food aid policy. *Topics:* Budget; distribution channels; procurement; Multi-Year Operational Plan (MYOP); main estimates; country eligibility; evaluation; food aid agency policy.

IDA/MVP-185 *Formerly Identified as:* CIDA-370
World Food Program (WFP)
Description: Information on the policies and programs of the WFP and Canada's participation. *Topics:* Documents related to sessions of the WFP governing body and Canadian pledges to the WFP.

IDA/MVP-190 *Formerly Identified as:* CIDA-380
International Wheat Council (IWC)
Description: Information on Canadian participation in IWC. *Topics:* International Wheat Trade agreements; negotiating documents; Food Aid Convention.

IDA/MVP-195 *Formerly Identified as:* CIDA-390
African Development Bank and Fund
Description: Information on the African Development Bank (AfDB) and its concessional arm, the African Development Fund (AfDF), which are the major regional financial aid institutions in Africa. Fund lending reached a cumulative total of $4,802 million (US) by December 31, 1983, more than 80 per cent of which was borrowed by the Bank's least developed members. *Topics:* Administration; budget; Board of Directors; Canadian line of credit; Canadian technical assistance; recruitment of Canadian personnel; elections of President; evaluation; financial statements; payments and encashments; loans; operations; pipelines; general policies; financial policies; procurement; establishment and organization; Canadian accession; Board of Governors; constituency; replenishment of resources and other related topics.

IDA/MVP-200 *Formerly Identified as:* CIDA-400
Inter-American Development Bank
Description: Information on the Inter-American Development Bank (IDB), which assists the developing countries of Latin America and the Caribbean. The IDB's commitments exceeded $3 billion (US) in 1983, while disbursements reached a new high of $1.7 billion (US). Canada, a prime supporter of the IDB with 4.38 per cent of the capital stock, contributed $9.1 million (CDN) and $12 million (CDN) respectively to the capital and concessional fund operations. *Topics:* Administration; finance, capital interregional operations; Fund for Special Operations; regional institutions; other funds.

IDA/MVP-205 *Formerly Identified as:* CIDA-410
Caribbean Development Bank
Description: Information on the Caribbean Development Bank (CDB), which is the major financial development institution serving the Commonwealth Caribbean. *Topics:* Administration; finance, ordinary capital operations; Special Fund operations; Caribbean region in general; Caribbean Division.

IDA/MVP-210 *Formerly Identified as:* CIDA-420
Asian Development Bank and Fund
Description: Information on the Asian Development Bank (AsDB), which together with its concessional Asian Development Fund (AsDF), is the major regional financial institution serving the countries of Asia and the South Pacific, in particular the poorest countries of the region where a large part of the world's population lives. *Topics:* Administration; finance; ordinary capital operations; concessional funds operations; technical assistance.

IDA/MVP-215 *Formerly Identified as:* CIDA-430
World Bank Group
Description: Information on the World Bank, which is seen by many as one of the leading international development institutions, particularly given the size and scope of its programs. The Bank acts as a forum for the discussion of key development policy issues and implements innovative assistance projects in sectors such as rural development and agriculture, and water supply and sanitation. It also has a quickly expanding energy program to meet the pressing needs of developing countries for relief from constantly rising oil prices. *Topics:* Information on the constitution and organization of the International Bank for Reconstruction and Development (IBRD); analysis of the needs of less developed countries; operations, finances; IBRD-IDA (International Development Association) geographic programs; sectors; reporting documentation; annual meetings; IDA; International Finance Corporation (IFC).

IDA/SVP-220 *Formerly Identified as:* CIDA-440

Non-Governmental Organizations (NGOs)

Description: Information on non-governmental organizations dealing with CIDA's NGO Division and seeking CIDA financial assistance for their development programs and projects in Third World countries. *Topics:* Organizational structure and mandate; financial situations; board members; constituency.

IDA/SVP-225 *Formerly Identified as:* CIDA-450

Overseas Development Projects

Description: Information on all overseas projects for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of projects; budget and requested CIDA contribution.

IDA/SVP-230 *Formerly Identified as:* CIDA-460

Public Participation Program Projects

Description: Information on all public education projects in Canada for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of project; budget and requested CIDA contribution.

IDA/SVP-235 *Formerly Identified as:* CIDA-461

Management for Change (MFC)

Description: The purpose of this program is to develop innovative ways of strengthening management skills in developing countries. Activities are oriented to top-level decision-makers and senior executives throughout the public service. MFC promotes sharing of information and experience with an emphasis on activities at the policy level, such as seminars, short-term work assignments, and short-term missions and awards. *Topics:* Project files on activities funded by MFC; organizational files on organizations; MFC Operation Manual.

IDA/SVP-240 *Formerly Identified as:* CIDA-470

Contacts

Description: Information and correspondence on contacts with Third World countries.

IDA/SVP-245 *Formerly Identified as:* CIDA-480

International Non-governmental Organizations (INGOs)

Description: Information and correspondence on INGOs, projects, CIDA grants, and political conditions within Third World countries or regions where the projects are located.

IDA/SVP-250 *Formerly Identified as:* CIDA-490

Institutions

Description: Information on organizations seeking financial support from the Division. *Topics:* Associations, clubs, institutes, societies, colleges, universities, co-operatives, labour organizations, training hospitals — organization structure, mandate, financial situation; contacts and correspondence with Third World countries; subsidized projects — organization, type of assistance, grant amount.

IDA/SVP-255 *Formerly Identified as:* CIDA-500

Projects

Description: Information on specific projects as proposed and undertaken by applicant companies. *Retrievability:* Files arranged by country, year and project.

IDA/SVP-260 *Formerly Identified as:* CIDA-510

Developing Countries

Description: Information on countries served by the Industrial Co-operation Program.

IDA/SVP-265 *Formerly Identified as:* CIDA-530

International Organizations

Description: Information on international financing institutions, aid agencies and regional institutions.

IDA/BSD-270 *Formerly Identified as:* CIDA-540

Bangladesh

Description: CIDA's program in Bangladesh includes food aid, commodities (industrial raw materials and potash) and a variety of projects concentrated in the agriculture, transportation, energy and population sectors. Specific project activities include assistance to women's groups for population planning and income generation; financial and technical support for landless co-operatives; construction of small-scale irrigation structures; ongoing assistance to Bangladesh Railways; and support for the development of natural gas reserves.

IDA/BSD-275 *Formerly Identified as:* CIDA-550

India

Description: CIDA's assistance to India emphasizes energy, agriculture and human resources development. Current major projects include a loan to help India's National Hydroelectric Power Corporation undertake the installation of the 540Mw Chamera hydroelectric dam and power transmission system and a grant and loan for Phase II of the Idukki Hydroelectric Project. In addition, lines of credit are in place for requirements in the oil and gas sector. Food aid, in the form of Canola oil, has been provided to support the development of oilseed processing co-operatives in India, and loan funds are being used to support a social forestry project in the state of Andhra Pradesh.

IDA/BSD-280 *Formerly Identified as:* CIDA-560

Nepal (Revised)

Description: The focus of Canadian programs in Nepal is on rural development, energy and civil aviation. Current projects include integrated rural development activities in Mid-west Nepal, institution-building for national water and energy resources planning, and maintenance support for Nepal's domestic Twin Otter fleet. A second rural health worker training campus funded by CIDA opened in early 1985; by mid-1985, thematic mapping for land use purposes will have been completed for the entire country.

IDA/BSD-285 *Formerly Identified as:* CIDA-570

Sri Lanka

Description: In addition to food aid, projects have included dry-zone agriculture, honey production and public utilities. Canada is also participating in one of the world's largest development projects by providing funds to help build the Maduru Dya reservoir complex, part of the huge Mahaweli scheme to increase the island's irrigated land and its power supply. *Topics:* Planning of Mahaweli development; mission-administered funds, small projects initiated and approved by the head of the Canadian Mission; assistance to poultry development; line of credit to assist agricultural development; supply of inputs including fertilizers; project preparation assistance; study and planning design for the development of the Lower Uva Region; Colombo area water supply; technical assistance for television training; assistance to design and supply a telecommunication network for the Mahaweli Program; paddyland improvement; assistance to improve extension services in the dry zone; inland fisheries; assistance to develop an increased production capacity inland using permanent or temporary reservoirs.

IDA/BSD-290 *Formerly Identified as:* CIDA-580
Pakistan (Revised)
Description: Agriculture, social development, power generation and distribution, and oil and gas development are the major areas of CIDA's involvement in Pakistan. Subsurface drainage activities to alleviate high salinity and waterlogging problems in the Northwest Frontier and Sind Provinces, and dryland farming research are the main thrusts in agriculture. The long list of projects also includes infrastructural support and training of technical and managerial personnel in the power and oil and gas subsectors, immunization program, rural development and training of traditional birth attendants.

IDA/BSD-295 *Formerly Identified as:* CIDA-590
Turkey (Revised)
Description: Canadian assistance to Turkey is limited to the various services provided by CIDA's Special Programs and Business Co-operation branches and a small Mission Administered Fund for small developmental projects. In 1973, Canada provided Turkey with a loan to purchase telecommunication equipment. From 1979 to 1981 several tranches of balance of payment support were negotiated through an OECD consortium. It provided Turkey with various equipment and semi-finished products.

IDA/BSD-300 *Formerly Identified as:* CIDA-600
Thailand
Description: The Thailand program focuses on rural development in designated poverty areas of Northern Thailand, human resources and institutional development, and modern sector activities directed towards natural resources management, high technology and energy. Aid projects include a number of integrated rural development projects aimed at health, food production, and income generation; technical assistance to increase fish production; the Thailand Development Research Institute, and a Rural Development Institute at Khon Kaen; technical assistance to the Department of Mineral Resources for interpretation of geological survey data; and the provision of hardware and software for upgrading of a Landsat satellite ground station.

IDA/BSD-305 *Formerly Identified as:* CIDA-610
Philippines
Description: Aid projects have included a fisheries development, as well as technical and capital assistance for the Cagayan Valley Co-operatives.

IDA/BSD-310 *Formerly Identified as:* CIDA-620
Association of South East Asian Nations
Description: Assistance to the group of six countries that comprise the Association of South East Asian nations (ASEAN) — Thailand, Philippines, Singapore, Malaysia, Indonesia and Brunei. Focuses on fisheries development, a tree seed improvement centre, a forest management institute, improved grain storage; and a series of energy seminars.

IDA/BSD-315 *Formerly Identified as:* CIDA-630
South Pacific
Description: CIDA's South Pacific aid program includes the Cook Islands, Fiji, Kiribati, Papua New Guinea, Solomon Islands, Tonga, Vanuatu, Tuvalu and Western Samoa. Aid is channeled through regional institutions, non-governmental organizations and a mission-administered fund in the form of small projects and educational assistance.

IDA/BSD-320 *Formerly Identified as:* CIDA-640
Malaysia
Description: Emphasis in the current Malaysian aid program is on fisheries and geochemical surveys, a general line of credit and human resource development.

IDA/BSD-325 *Formerly Identified as:* CIDA-650
Burma
Description: CIDA's program in Burma includes support for agricultural rice research and training, disease control and livestock breeding.

IDA/BSD-330 *Formerly Identified as:* CIDA-660
Indonesia (Revised)
Description: Canada's assistance program to Indonesia (i) contributes to the development and management of Indonesia's human and natural resources through planning and strengthening institutions; (ii) facilitates the participation of both the Canadian and Indonesian private sectors in support of long-term Indonesian development needs; and (iii) contributes to the creation and implementation of networks and linkages between Indonesian and Canadian private non-profit organizations. The program comprises the full range of bilateral, Special Programs Branch projects and lines of credit. Projects include initiatives in higher education, environmental manpower development, water resources, forestry, fisheries, integrated rural development and technical assistance related to both the program goals and sectors of activity.

IDA/BSD-335 *Formerly Identified as:* CIDA-661
China
Description: CIDA's programs in China are concentrated primarily in four sectors: agriculture, forestry, energy and human resource development. Current bilateral projects include activities in power system planning, intensive forest management, pasture development, seed breeding and livestock improvement. In addition, there are a number of projects in health, engineering, management and technical assistance being undertaken jointly with Canadian institutions.

IDA/BMD-340 *Formerly Identified as:* CIDA-670
Colombia
Description: CIDA provides assistance in the fields of rural development, renewable resources, manpower training, infrastructure, environment, small business development and through its special programs and bilateral channels. Major projects involve a vocational training school of furniture-makers in Medellin, a loan for small and medium business, and a line of credit for Canadian goods in co-financing with the Export Development Corporation.

IDA/BMD-345 *Formerly Identified as:* CIDA-680
Ecuador
Description: There is no bilateral program at the moment.

IDA/BMD-350 *Formerly Identified as:* CIDA-690
Bolivia
Description: Apart from a co-financed project with the Inter-American Development Bank for vocational and technical schools there is no bilateral program.

IDA/BMD-355 *Formerly Identified as:* CIDA-700
Peru
Description: Bilateral projects in Peru include, a research program for the cultivation of high-altitude cereals within the agriculture practised in the *altiplano* of the Puno-Juliaca region; the construction of high voltage and rural electrification power lines on the eastern side of the Andes, and planning for a 20-megawatt power station near Tarapoto (both co-financed with the Export Development Corporation); improvement of Peruvian capacities in remote sensing; and an agricultural vocational school in Tarapoto. There are also Special Programs projects in rural development, technical education and potable water supply to poor communities.

IDA/BMD-360 *Formerly Identified as:* CIDA-710
Costa Rica
Description: Bilateral aid projects focus on agriculture (fertilizer) and transportation (railway equipment). A program in technical education is in the planning stages.

IDA/BMD-365 *Formerly Identified as:* CIDA-720
El Salvador (Revised)
Description: The bilateral program in El Salvador was suspended in 1979, with the exception of one project to supply materials for the construction of an electricity transmission line. In December 1984, the Secretary of State for External Affairs announced the restoration of a bilateral program with El Salvador and authorized CIDA to open discussions with the Salvadoran government. The program is currently at the planning stage.

IDA/BMD-370 *Formerly Identified as:* CIDA-730
Guatemala
Description: Except for a rural project to supply drinking water, the bilateral program was suspended because of social and political unrest. No new activity has been planned.

IDA/BMD-375 *Formerly Identified as:* CIDA-740
Honduras
Description: Assistance has been aimed principally at rural development, forest preservation and extension, the management and industrial development of Honduran hardwoods, and power transmission. The major project at present is a loan for Canadian equipment for a power project.

IDA/BMD-380 *Formerly Identified as:* CIDA-750
Nicaragua (Revised)
Description: CIDA's bilateral projects are concerned primarily with agriculture and health. A food strategy has been prepared. Two lines of credit have been extended: one to support agriculture and animal husbandry, and the other for drinking water supplies. In addition, the Secretary of State for External Affairs announced in December, 1984, that Canada would participate, with Italy and France, in financing the geothermal electricity project, Momotombo II.

IDA/BMD-385 *Formerly Identified as:* CIDA-760
Panamas
Description: There is no bilateral program at the moment.

IDA/BMD-390 *Formerly Identified as:* CIDA-770
Haiti (Revised)
Description: The primary objective of CIDA's program is to promote the country's self-development through activities in the agriculture, health, education and energy sectors, using bilateral and non-governmental organization channels. Current projects include support for the school of veterinary medicine and agriculture, the national institute of administration and management, the national vocational training centre, and the provision of services and Canadian equipment for electricity production and transmission.

IDA/BMD-395 *Formerly Identified as:* CIDA-780
Brazil
Description: Canadian assistance has been extended to wide-ranging sectors of Brazil's economic and social development: agriculture, mining, forestry, fisheries, power production and transmission and telecommunications. In addition to technical assistance to promote scientific and technological development, CIDA's program has emphasized community development and educational advancement.

IDA/BMD-400 *Formerly Identified as:* CIDA-790
Chile
Description: There is no bilateral program.

IDA/BMD-405 *Formerly Identified as:* CIDA-800
Dominican Republic
Description: The principal bilateral aid project in this area is a line of credit for Canadian agricultural equipment. Other projects support agricultural co-operatives, the development of the dairy industry, and irrigation.

IDA/BMD-410 *Formerly Identified as:* CIDA-810
Belize
Description: Canada's bilateral assistance to Belize is centered on one large project: the provision of a water and sewerage system for Belize City. Approximately $28 million is expected to be spent on the project over the five-year period 1983-88.

IDA/BMD-415 *Formerly Identified as:* CIDA-820
Guyana (Revised)
Description: The current focus of CIDA's program is support to the forestry and fisheries sectors. Support is being provided to Guyana's forestry producers mainly through the provision of modern equipment and to the country's small boat fishermen through the construction of new shore facilities and provision of new equipment.

IDA/BMD-420 *Formerly Identified as:* CIDA-830
Jamaica
Description: Jamaica is a country of concentration for CIDA assistance. Over the past several years, the Jamaican economy has been under severe strain. In order to assist in the developmental recovery of Jamaica and to assist in short-term balance of payments difficulties, CIDA has recently provided commodity lines of credit, food aid and assistance in improving local business and management capabilities. At present, the main areas of CIDA assistance are agriculture, economic infrastructure, small-scale enterprises and food aid; human resource development is a priority in each area.

IDA/BMD-425 *Formerly Identified as:* CIDA-840
Barbados (Revised)
Description: Canada is currently providing a line of credit for Canadian oil drilling supplies to assist Barbados with balance of payment difficulties and to help promote energy self sufficiency. Other projects are providing Canadian materials and supplies for the expansion of the island's water system and technical services and equipment for the production of land maps.

IDA/BMD-430 *Formerly Identified as:* CIDA-850
Trinidad and Tobago
Description: CIDA's only active project is to assist in the upgrading of facilities at the PIARCO Airport, which is being carried out on CIDA's behalf by Transport Canada.

IDA/BMD-435 *Formerly Identified as:* CIDA-860
Leeward and Windward Islands (Revised)
Description: The following Eastern Caribbean islands comprise this program unit: Anguilla, Antigua, Barbuda, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia and St. Vincent, and the Grenadenes. In the past CIDA's program focused on education (including teacher training and school construction), transportation and water supply systems. More recently the emphasis of the program has been on projects in the productive sectors of agriculture, industry and tourism, and the supporting infrastructure. Major projects now in the implementation stage include Canada Training Awards (all islands), Coconut Expansion (Dominica), Port Cargo Handling Systems (Antigua, Grenada, St. Vincent, St. Kitts and Nevis), Exploratory Drilling (St. Kitts), Fisheries Development (St. Lucia), the Portsmouth-Hatton Garden Road Reconstruction (Dominica),

Hydro Power Generation (St. Vincent) and the Point Salines Airport (Grenada).

IDA/BMD-440 *Formerly Identified as:* CIDA-861
Caribbean Region
Description: Canada's bilateral assistance to the Caribbean Region involves projects with regional institutions such as CARICOM and the University of the West Indies as well as projects of a regional nature including core and non-core countries. The largest project currently being implemented, worth $75 million, is to upgrade the safety and operations of 22 Caribbean airports in 13 countries.

IDA/BMD-445 *Formerly Identified as:* CIDA-862
Latin American Regional (Revised)
Description: Canada's bilateral assistance to the Latin American region includes support for regional organizations which promote rural, social and human development and which have a natural link to other divisional projects. Currently the program is supporting activities with regional agencies in health, demography, public administration and the status of women.

IDA/BCD-450 *Formerly Identified as:* CIDA-870
Southern Africa Development Co-ordination Conference (SADCC)
Description: Assistance is provided to the group of nine southern African countries that are members of SADCC. Aid is channeled to individual countries for projects that have regional development implications. CIDA assistance focuses on improvement of transportation and communications networks and agricultural programs to improve the food security of member states and the region and human resource development.

IDA/BCD-455 *Formerly Identified as:* CIDA-871
Botswana
Description: CIDA assistance program focuses on three key sectors in Botswana: human resource development, sites and service development, and the improvement of human resource skills in the mining sector. Project assistance is provided to the University of Botswana and the Departments of Mines and Geological Survey as well as to urban and village upgrading schemes in three areas of Botswana.

IDA/BCD-460 *Formerly Identified as:* CIDA-880
East African Community
Description: Important items in the aid program for the East African Community to date include the management assistance given East African Airways and the training of air traffic controllers. Fifteen diesel locomotives were supplied under the railway development program. Other projects include forest, harbour and power development, tsetse fly research, cereal development, and support for the Pan-African Telecommunications project.

IDA/BCD-465 *Formerly Identified as:* CIDA-890
Ghana
Description: The provision of basic human needs and short- and medium-term support for Ghana's economic rehabilitation are the main goals of CIDA's program in Ghana. The program's concentration in northern Ghana with projects in integrated rural development, potable water supply and community education and development is complemented, on a national basis, by projects in agricultural research, human resource development, and energy and appropriate technology.

IDA/BCD-470 *Formerly Identified as:* CIDA-900
Kenya
Description: Increased development is the goal of Canadian assistance to Kenya with emphasis on energy, agriculture (including food aid) and human resource development. Projects include hydroelectric generation, transmission lines and rural electrification; wheat breeding, agricultural roads and training of Kenyans involved in agriculture; establishment of a technical teachers' college and various training programs; food aid and locomotive spare parts.

IDA/BCD-475 *Formerly Identified as:* CIDA-910
Lesotho
Description: CIDA's assistance program focuses on three key sectors in Lesotho: human resource development, sites and service development, and employment creation in small-scale manufacturing. Project assistance is provided to the University of Lesotho, urban and village upgrading programs, and the construction of a dairy plant to assist Lesotho in achieving self-sufficiency in dairy products.

IDA/BCD-480 *Formerly Identified as:* CIDA-920
Malawi
Description: CIDA assistance has been provided in two key sectors of the Malawi economy. Projects in agricultural development, including dairy farming, and the construction of a Natural Resources College are the primary focus of CIDA development assistance.

IDA/BCD-485 *Formerly Identified as:* CIDA-930
Mauritius Island
Description: In addition to a number of small projects, assistance has been extended to the Ministry of Economic Planning and Development and to equipping the University Library and the Institute of Bilingualism. Another project has been improving the Rodrigues water supply.

IDA/BCD-490 *Formerly Identified as:* CIDA-940
Nigeria
Description: The Nigeria Program is primarily responsive in nature. Bilateral projects are implemented where feasible to facilitate Nigerian developmental objectives while strengthening its long-term commercial and political ties with Canada. A mission-administered fund is employed for small projects, and funds are provided to support NGO and IDRC activities.

IDA/BCD-495 *Formerly Identified as:* CIDA-950
Sierra Leone
Description: Mission-administered funds have been made available for community health projects, the provision of equipment for the school improvement program, and iron ore mining.

IDA/BCD-500 *Formerly Identified as:* CIDA-960
Somalia
Description: Although CIDA's program for Somalia has included a number of small projects, assistance has been given largely in the form of food aid.

IDA/BCD-505 *Formerly Identified as:* CIDA-970
South Africa (Revised)
Description: Mission-administered funds for small projects and a scholarship program to assist underpriviledged blacks to obtain higher levels of education.

IDA/BCD-510 *Formerly Identified as:* CIDA-980
Namibia (Southwest Africa)
Description: Refugee training project.

IDA/BCD-515 *Formerly Identified as:* CIDA-990
Swaziland
Description: CIDA's assistance program focuses on two key sectors in the Swaziland economy: human resource development and water supply. Project assistance is directed at technical and vocational training as well as towards the University of Swaziland. Assistance is also provided for the survey and development of rural water supplies. Additional assistance has been provided for human resource development in the telecommunications field.

IDA/BCD-520 *Formerly Identified as:* CIDA-1000
Tanzania
Description: Agriculture, transportation, energy, commodities and spares are the main areas of CIDA's program in Tanzania. Major thrusts include the rehabilitation of the northern Tanzania rail system to increase capacity for agricultural input and output distribution, the development of wheat farming in northern Tanzania, assistance to extension of the national electrical grid, and the provision of commodities (paper, aluminum) and spare parts. Programs generally include a major technical assistance and training component along with provision of equipment and materials.

IDA/BCD-525 *Formerly Identified as:* CIDA-1010
Uganda
Description: Materials and equipment have been financed through the World Bank's reconstruction program. Assistance to rural health clinics and government health planning is being provided through an East African non-governmental organization, and the Mission-Administered Fund and the Special Programs Branch support a variety of smaller non-governmental organizations in Uganda.

IDA/BCD-530 *Formerly Identified as:* CIDA-1020
Zambia (Revised)
Description: The goals of Canada's assistance are to improve agricultural productivity and to diversify and revitalize the economy. A number of agriculture projects support a range of development activities including the provision of rural infrastructure, training, research and institutional support. In response to Zambia's economic crisis, more assistance is being directed at supplying agricultural and industrial inputs to provide the economy with balance of payments relief. While most projects include training, a general human resource development project is being developed to address both national and sector specific manpower development needs.

IDA/BCD-535 *Formerly Identified as:* CIDA-1021
Zimbabwe
Description: CIDA's assistance program focuses on three key sectors in the Zimbabwe economy: human resource development and the provision of capital to assist in the modernization of Zimbabwe's infrastructure and a line of credit to the vital agricultural sector. Project assistance has been provided through World University Services Canada to upgrade secondary school teachers and technical vocational trainers. Infrastructural assistance has also been provided to the transport and communications sectors as well as to the rural water supply. It is expected that an agricultural sector program will be finalized this year.

IDA/BCD-540 *Formerly Identified as:* CIDA-1022
Angola
Description: Mission-administered funds for small projects.

IDA/BCD-545 *Formerly Identified as:* CIDA-1023
Mozambique
Description: Mission-administered funds for small projects.

IDA/BCD-550 *Formerly Identified as:* CIDA-1024
Egypt
Description: Energy, Agriculture/Food Security, Human Resource Development, together with transportation, water supply and sewerage and a development line of credit are the major activities for CIDA in Egypt. Principal projects include power transmission and distribution, general development line of credit, Giza water supply and sewerage, grain storage silos, Nile River Protection and Development Plan, Integrated Soil and Water Project, Mini-Hydro Power Station, as well as training in the energy and transportation sectors. Close co-operation with the Export Development Corporation on several development projects is one unique feature of the program.

IDA/BCD-555 *Formerly Identified as:* CIDA-1025
Sudan
Description: CIDA is involved in four different sectors: food aid, forestry, mechanized dry land agriculture and a developmental line of credit presently in the planning stage.

IDA/BCD-560 *Formerly Identified as:* CIDA-1026
Ethiopia
Description: Major projects in Ethiopia include food aid and rural water supply. Mission-administered funds have been made available to projects in the sectors of adult education, technical training, public health, agriculture and transportation.

IDA/BCD-565 *Formerly Identified as:* CIDA-1027
Regional Program (Revised)
Description: Mission-administered funds have been made available to the following ten countries for small development projects: Djibouti, Jordan, Lebanon, Liberia, Mauritius, Seychelles, Sierra Leone, Somalia, North Yemen (YAR) and South Yemen (PRDY). In addition, CIDA has just completed assistance for a fisheries project with several West African countries in the mid-Atlantic coastal areas to improve fish catching, handling, processing and developing. In East Africa CIDA has commenced co-funding of two projects to improve maize, wheat and beans, both in production yields and acreage.

IDA/BFD-570 *Formerly Identified as:* CIDA-1030
Mali
Description: CIDA's assistance program for Mali includes a huge, integrated rural development project; provision of food aid in support of the program for restructuring the grain market; construction of an electrical transmission line; a major project to provide support for the administration of the railroads and the supply of materials; improvement of shipping services; improvement of hydraulic installations; and a scholarship program.

IDA/BFD-575 *Formerly Identified as:* CIDA-1040
Niger
Description: The Canadian program of co-operation with Niger, which is mainly bilateral, includes some NGO projects and institutional and industrial co-operation activities. Niger also benefits from the activities of international agencies that CIDA supports financially through its multilateral programs. Since the drought at the beginning of the 1970s, the program has aimed at supporting food self-sufficiency, with priority given to the removal of factors that cause isolation, both within Niger and with respect to other countries; stabilization of the vegetation cover; and to human resources. Under the new program review (1984-89), the objective is to contribute to the establishment of a new socio-ecological balance. Priority is placed on stabilizing the vegetation cover, achieving a food balance and promoting energy development. *Topics:* Program for the protection of plants; village water supply; agricultural development; mining exploration; line of credit for the purchase of Canadian goods and services; micro-projects; scholarships program (Niger, third country and Canada); institutional support; development of a road network; telecommunications; many small projects implemented with mission-administered funds, NGO activities (especially in the rural development sector).

IDA/BFD-580 *Formerly Identified as:* CIDA-1050
Chad
Description: CIDA's aid program for Chad has included educational assistance; the provision of technical advisers in human resources planning and agriculture; reforestation; water improvement; food aid; and assistance under the Sahelian Zone Drought Relief and Development Fund. *Note:* This program is essentially limited to mission-administered funds (MAF), non-governmental organization (NGO) projects and emergency food aid.

IDA/BFD-585 *Formerly Identified as:* CIDA-1060
Burkina Faso
Description: Educational assistance to Burkina Faso has featured a multi-annual scholarship program and technical training in health economies, management and public works. In addition to rural radio and food aid, current economic projects include support for the national program for crop protection; dam building; mineral surveys; road improvement; an energy inventory; and a microproject program.

IDA/BFD-590 *Formerly Identified as:* CIDA-1070
Senegal
Description: CIDA's program in Senegal involves primarily bilateral assistance but also includes NGO projects and institutional and industrial co-operation activities. The key sectors are fisheries, energy, forestry, integrated rural development and human resources development. *Topics:* Marketing for small fishermen; protection and monitoring of offshore fishing; fisheries development planning; power transmission lines; studies to plan the development of electrical distribution systems; inventory, management and protection; local projects in integrated rural development through NGOs; scholarship program; technical assistance to the *École polytechnique de Thiès;* a major project involving a number of countries in the development of the Senegal River basin; yearly food aid; numerous small projects implemented through mission administered funds.

IDA/BFD-595 *Formerly Identified as:* CIDA-1080
Mauritania
Description: CIDA's program in Mauritania is composed mainly of supplementary food aid and numerous small projects financed through mission administered funds; it also includes technical assistance to the Ministry of Planning as well as scholarships. By the end of fiscal 1985/86, CIDA activities in Mauritania will be limited to MAF projects and, if required, emergency food aid.

IDA/BFD-600 *Formerly Identified as:* CIDA-1090
Guinea-Bissau
Description: CIDA's program for Guinea-Bissau consists of numerous small projects financed through mission-administered funds, as well as contributions by the Institutional Co-operation Division through Canadian institutions.

IDA/BFD-605 *Formerly Identified as:* CIDA-1100
Cape Verde Islands
Description: CIDA's program in these islands consists of numerous small projects financed through mission-administered funds.

IDA/BFD-610 *Formerly Identified as:* CIDA-1110
Algeria
Description: CIDA's program for Algeria is aimed mainly at the construction of seven concrete silos with a capacity of 210,000 tons. Furthermore, an agricultural co-operation program for animal husbandry and poultry production will be getting under way this year; the potato farming and farm management projects are still in the planning stages. Lastly, a system for scientific, technical and cultural co-operation was established in 1982 to promote exchanges between various Canadian and Algerian government departments (agriculture, education and communications).

IDA/BFD-615 *Formerly Identified as:* CIDA-1120
Ivory Coast
Description: The aid program for the Ivory Coast focuses on the following areas, listed in order of priority: multisectoral co-operation through a line of credit for large-scale development projects; traditional aid based mainly on energy, mining and educational projects; aid to industrial small and medium-sized businesses.

IDA/BFD-620 *Formerly Identified as:* CIDA-1130
Tunisia
Description: Assistance has been provided to Tunisia in a large variety of sectors. In 1982, however, the focus of CIDA's co-operation program shifted to human co-operation (involving scholarships and technical co-operation) on a shared-cost basis and to economic co-operation based on parallel lines of credit with the Export Development Corporation. *Topics:* Agricultural development; production and transmission of electricity; industrial development; promotion of education; measures to improve health and hospital services; supplying of teachers for the *École de l'aviation civile et de la météorologie;* agricultural program; construction of irrigation dams; veterinary services; agricultural activities; poultry farming; and dry farming.

IDA/BFD-625 *Formerly Identified as:* CIDA-1140
Morocco
Description: CIDA's program in Morocco has been aimed mainly at developing agriculture and improving human resources. *Topics:* Support for the *École nationale d'agriculture*, the *Institut national agronomique Hassan II* and the *Institut national de statistique et d'économie appliquée;* research on poultry farming; seed and livestock improvement; milk production; supplying of university professors and teachers for regional educational centres; and a line of credit to construct cold-storage facilities. The current program, however, is directed mainly toward human co-operation (involving scholarships and technical co-operation) on a shared-cost basis and economic co-operation based on the use of a parallel line of credit with the Export Development Corporation.

IDA/BFD-630 *Formerly Identified as:* CIDA-1150
Malagasy Republic
Description: Essentially, this program centres on development of hydroelectric resources and the use of mission-administered funds. Several Canadian private firms are also active in various sectors through contracts obtained from international organizations such as the World Bank.

IDA/BFD-635 *Formerly Identified as:* CIDA-1160
Cameroons
Description: The aid program for Cameroons emphasizes rural development (forests, energy and rural activities), human resources (technical, vocational and managerial training) and parallel program aid (parallel CIDA/Export Development Corporation lines of credit) open to a few priority development sectors.

IDA/BFD-640 *Formerly Identified as:* CIDA-1170
Rwanda (Revised)
Description: Bilateral aid to Rwanda is concentrated on rural development and promotion of local industries, development of human resources and reduction of factors which cause isolation. Major projects under way include: assistance to the Université nationale du Rwanda (UNR), development of the Mutara wetland valleys, modernization and maintenance of the telecommunication system, support for civil aviation, and forestry training. Food aid has been provided for the last few years. NGOs and other private Canadian institutions are also very active in Rwanda (water, health and community development).

IDA/BFD-645 *Formerly Identified as:* CIDA-1180
Congo
Description: Aid to this country is mainly for the project to improve the Congo-Océan railway and MAF activities.

IDA/BFD-650 *Formerly Identified as:* CIDA-1190
Zaire (Revised)
Description: Bilateral aid to Zaire is concentrated on forestry (technical assistance, training, logging, inventories and appropriate technology), rural development in the northeastern region (animal

husbandry, co-operatives, community projects, SMBs, improved seeds) and support for industry and for the balance of payments (food aid, commodities). NGOs and other private Canadian institutions are also very active in Zaire (health, co-operatives and rural development).

IDA/BFD-655 *Formerly Identified as:* CIDA-1200
Togo
Description: In Togo the aid program is limited to mission-administered funds for small-scale projects, and two major projects: construction of a transmission line, and village water supplies.

IDA/BFD-660 *Formerly Identified as:* CIDA-1210
Bénin
Description: CIDA's two main efforts, support for the *Collège Polytechnique universitaire* and for development of the Port of Cotonou, will terminate this year. Future aid will be limited to MAF financed activities, institutional co-operation and NGO activities.

IDA/BFD-665 *Formerly Identified as:* CIDA-1220
Gabon
Description: Shared-cost technical assistance for education, transportation and water systems; a rural electrification project financed through a parallel line of credit with the Export Development Corporation; and mission-administered-fund-financed activities. A $10 million line of credit may be used to finance other development activities in Gabon.

IDA/BFD-670 *Formerly Identified as:* CIDA-1240
Burundi
Description: Burundi receives Canadian aid through specialized UN institutions and government organizations (ICSC, EPM) and through small mission-administered-fund-financed projects. Over the past few years, there has been greater participation by Canadian institutions.

IDA/BFD-675 *Formerly Identified as:* CIDA-1250
Republic of Guinea
Description: The Guinea program focuses on the energy sector, air transportation and institutional support. It is aimed at improving planning and management capacity and at meeting urgent needs for spare parts, equipment and basic commodities. *Topics:* Assistance to small and medium-sized businesses; support for domestic air transportation; support for the *Société Nationale de l'Électricité*; bursaries; technical assistance and supplies of commodities.

IDA/BFD-680 *Formerly Identified as:* CIDA-1260
Central African Republic
Description: Mission-administered funds have been made available for small-scale projects, mainly in the rural development, health and education sectors.

IDA/BFD-685 *Formerly Identified as:* CIDA-1270
Sao-Tome-Principe
Description: Mission-administered funds have been made available for small projects.

IDA/RDG-690 *Formerly Identified as:* CIDA-1460
Contracts (Revised)
Description: Information on all services contracts signed by CIDA or recipient countries; information on policies and procedures related to services contracts.

IDA/RDG-695 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: Guidelines on procurement.

IDA/RDG-700 *Formerly Identified as:* CIDA-1440
Food Procurement and Transportation (Revised)
Description: Planning and implementation of projects associated with the bilateral and multilateral aid. *Topics:* Sourcing, pricing and delivery schedules; modes and transportation of food commodities; delivery schedules. *Retrievability:* Files arranged by fiscal year, by recipient country and by commodity.

IDA/RDG-701 *Formerly Identified as:* CIDA-1450
DSS Procurement and Transportation (Revised)
Description: Procurement of materials and equipment financed under grants and procured through the Department of Supply and Services. *Retrievability:* Files arranged by project and geographical area.

IDA/RDG-705 *Formerly Identified as:* CIDA-1430
Material and Specifications (Revised)
Description: Files covering section non-project activities such as quality assurance, maintenance and Canadian content; copies of project and non-project reports and studies.

IDA/RDG-710 *Formerly Identified as:* CIDA-1412
Human Resources (Revised)
Description: A computerized roster of individuals who have indicated an interest in participating in development projects in the Third World or who have served as CIDA co-operants overseas; data on students from developing countries under CIDA or United Nations auspices undertaking training program in Canada; CIDA Scholarship awards files. *Topics:* Data to assist in the recruiting of experts for overseas assignments, to control the payment of expenses related to trainees in Canada and Canadian Scholarship holders; and to provide statistical data.

IDA/RDG-715 *Formerly Identified as:* NO REFERENCE
Area Co-ordination Group (New)
Description: Arrangement between the Agency and the Bureau of Management Consulting (BMC); quarterly reports on cost increases (bilateral projects); updating of Bilateral Handbook 8; Project Management by Activity Pilot Program (PMBA).

IDA/RVP-720 *Formerly Identified as:* CIDA-1280
Telecommunications (Revised)
Description: Sectoral policy, technical identification, planning, implementation and evaluation of projects. *Topics:* Telephony, data, broadcasting and electronic navigation systems; associated technical assistance and training.

IDA/RVP-725 *Formerly Identified as:* CIDA-1290
Transportation (Revised)
Description: Sectoral policy, identification, planning, implementation and evaluation of projects, feasibility studies. *Topics:* Intermodal and unimodal transportation; air, surface and marine transportation.

IDA/RVP-730 *Formerly Identified as:* CIDA-1300
Energy (Revised)
Description: Sectoral policy and feasibility studies. *Topics:* Development of energy resources; power generation — hydro, thermal, geothermal; power transmission and distribution; construction of energy-related infrastructure; pipelines and other oil and gas installations; renewable energy and related economic and financial viability studies.

IDA/RVP-735 *Formerly Identified as:* CIDA-1310
Water (Revised)
Description: Sectoral policy, appraisal, definition, implementation, evaluation and operation of projects. *Topics:* Water resources, water impondment, domestic water supply and sanitation.

IDA/RVP-740 *Formerly Identified as:* CIDA-1320
Architecture (Revised)
Description: Planning and implementation of projects. *Topics:* Institutional and residential buildings.

IDA/RVP-745 *Formerly Identified as:* CIDA-1321
Construction (Revised)
Description: Planning, programming and implementation of projects. *Topics:* All types of construction work in connection with public works, transportation, energy, municipal works, and telecommunications.

IDA/RVP-750 *Formerly Identified as:* CIDA-1330
Agriculture (Revised)
Description: Development, implementation and evaluation of programs and projects in the agricultural disciplines. *Topics:* Land and water development; crops; livestock; agricultural support services and rural development; agriculture policy development.

IDA/RVP-755 *Formerly Identified as:* CIDA-1340
Forestry (Revised)
Description: Development, implementation and evaluation of programs and projects in the forestry disciplines. *Topics:* Forest management, reforestation, social forestry and forest product processing industries; forestry policy development.

IDA/RVP-760 *Formerly Identified as:* CIDA-1350
Mining and Metallurgy (Revised)
Description: Development, implementation and evaluation of programs and projects in the mining disciplines. *Topics:* Exploration, development, production and processing of minerals, mining policy, planning and administration; mining policy development.

IDA/RVP-765 *Formerly Identified as:* CIDA-1360
Fisheries (Revised)
Description: Development, implementation and evaluation of programs and projects in the fisheries disciplines. *Topics:* Fresh water and salt water fish products technology; fisheries policy development.

IDA/RVP-770 *Formerly Identified as:* CIDA-1370
Industrial Services (Revised)
Description: Identification, planning and implementation of projects in the primary, secondary and service sectors. *Topics:* Industrial financing, small and medium-sized businesses (SMBs), light industry and handicrafts, market surveys; industrial sector development, industrial policies development.

IDA/RVP-775 *Formerly Identified as:* CIDA-1380
Resource Inventories (Revised)
Description: Planning and implementation of programs and projects, database management. *Topics:* Aerial geophysical surveys; remote sensing; photogrammetry; surveys; mapping; geodesy.

IDA/RVP-780 *Formerly Identified as:* CIDA-1390
Education (Revised)
Description: Studies. *Topics:* Formal and non-formal education, management of educational projects.

IDA/RVP-785 *Formerly Identified as:* CIDA-1400
Health and Population (Revised)
Description: Studies. *Topics:* Demography; family planning and nutrition; public health; control of water and airborne diseases; epidemiology; parasitology; staff training; establishment of facilities, standards for the operation and maintenance of these facilities, material and equipment.

IDA/RVP-790 *Formerly Identified as:* CIDA-1401
Development Communication (Revised)
Description: Studies. *Topics:* Development communication and project management.

IDA/RVP-795 *Formerly Identified as:* CIDA-1410
Human Settlements (Revised)
Description: Studies and project implementation. *Topics:* Demography and human settlements.

IDA/RVP-800 *Formerly Identified as:* CIDA-1411
Institutional Support and Management (Revised)
Description: Studies and project implementation. *Topics:* Organizational and management development.

Deleted Classes of Records

The following classes of records have been deleted because the information has been amalgamated with other classes of records.

CIDA-40 Agreements
CIDA-60 Conferences, Meetings, Symposiums
CIDA-150 Multidimensional Issues
CIDA-180 Committees
CIDA-210 Second United Nations Development Decade
CIDA-230 Emergency Relief
CIDA-520 Canadian Sector
CIDA-1230 Angola
CIDA-1413 Briefing of Technical Experts
CIDA-1420 Commodities and Lines of Credit
CIDA-1470 Selection of Consultants

CANADIAN LIVESTOCK FEED BOARD

Chapter 23

CANADIAN LIVESTOCK FEED BOARD

Background

The Canadian Livestock Feed Board (CLFB) derives its origin from a policy conceived as a result of representations made by various farm organizations of eastern Canada and British Columbia through the Canadian Federation of Agriculture. In 1965, following an all-party recommendation, the Board was formed. On April 6, 1967, appointments to the Board were announced and the Montréal headquarters was established two months later.

Laws and Regulations

The Board operates under the authority of the *Livestock Feed Assistance Act*, 1966-67, C.52, S.1. Freight assistance payments are made under the Feed Grain Transportation and Storage Assistance Regulations.

The Board also administered the following storage programs in co-operation with Agriculture Canada and under the authority of Treasury Board minutes:

- Local Feed Grain Security
- New Inland Elevators
- Existing Inland Elevators

These programs are now terminated.

Overall Responsibilities

The basic objectives of the Board are to attempt to ensure, within the framework of the *Livestock Feed Assistance Act*, that livestock feeders in eastern Canada and British Columbia have available, at the right time and locations and in sufficient amounts, the various categories of feed grains they require for feeding their livestock and poultry. At the same time, the Board also ensures that the feed grain prices of basic sources of supply are reasonably stable and that there is a fair equalization of prices of feed grains within eastern Canada and British Columbia. This calls for continuous methodical research into markets and transportation developments, flow of grains, utilization of storage space, consumption patterns of feed grains for various livestock, and industrial uses.

Because of the complexity of the feed grain economy and the major impact of its operations, the Board maintains relations with government agencies, trade organizations, farmers' associations, and universities across Canada.

At the federal level, the Board has close contact with Agriculture Canada, the Canadian Wheat Board, the Canadian Grain Commission, Statistics Canada, the Farm Product Marketing Council, etc. At the provincial level, the Board has contact with most provincial departments of agriculture. In addition, the Board maintains liaison with individuals and organizations representing both farmers and trade organizations.

Feed Freight Assistance Program

This program pays for a portion of the cost of transporting feed grains produced in the Prairie region to grain-deficit areas of eastern Canada, British Columbia, the Yukon and Northwest Territories, and feed grains produced in Ontario and moved eastward to Québec and the Atlantic provinces.

Local Feed Grain Security Program

This program paid carrying charges on additional physical inventories of eligible grains carried by feed mills located in grain-deficit areas of Canada over historical levels. It ended on March 31, 1985.

New Inland Elevator Program

This program paid up to fifty percent of capital costs of building to a maximum of $500,000. This program ended on March 31, 1983, while the program dealing with expansions to existing facilities ended on March 31, 1982.

Access Procedures

All requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Canadian Livestock Feed Board
P.O. Box 177
Snowdon Station
Montréal, Québec
H3X 3T4
Telephone: (514) 283-7505

CANADIAN PATENTS AND DEVELOPMENT LIMITED

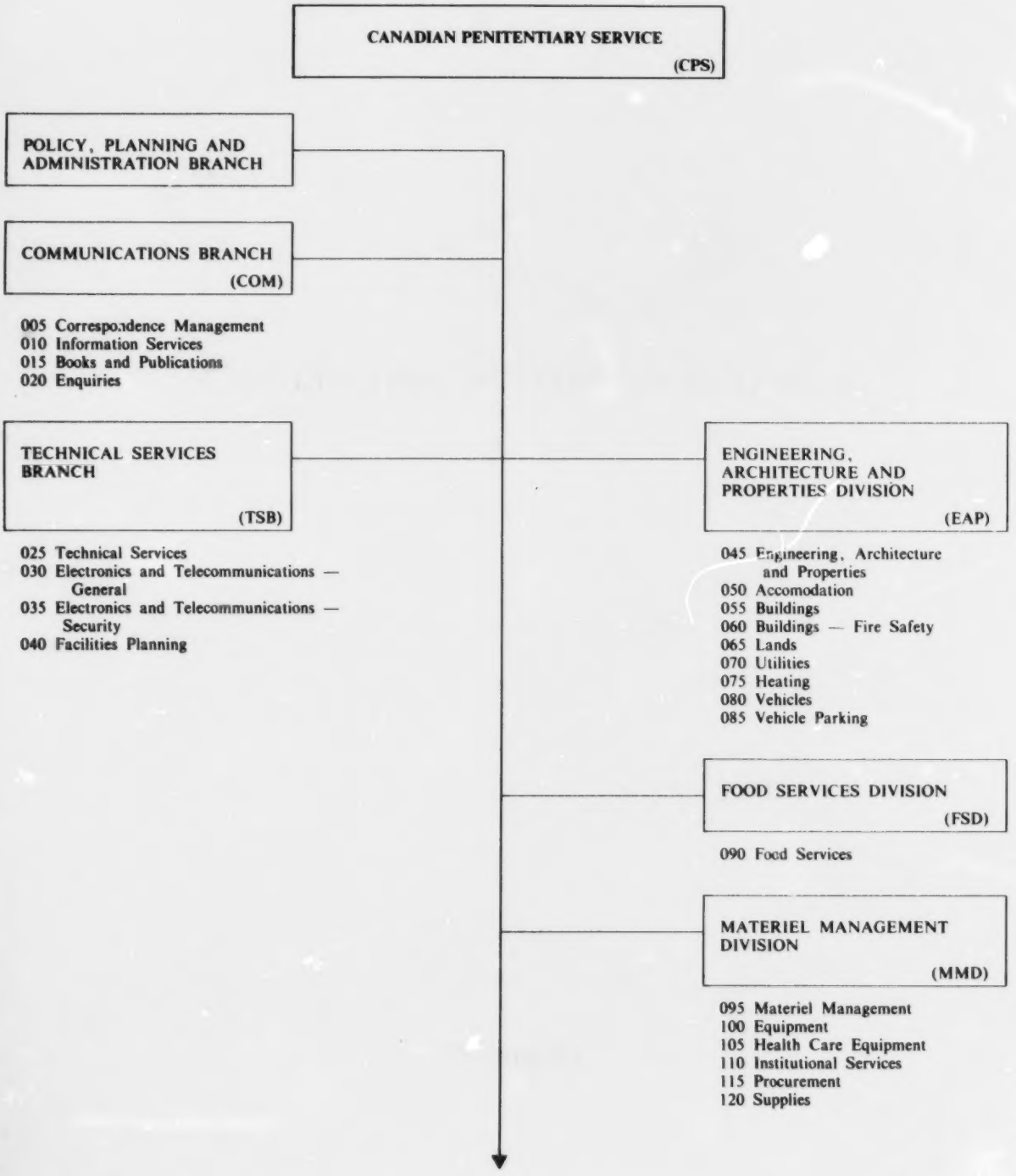
(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 24

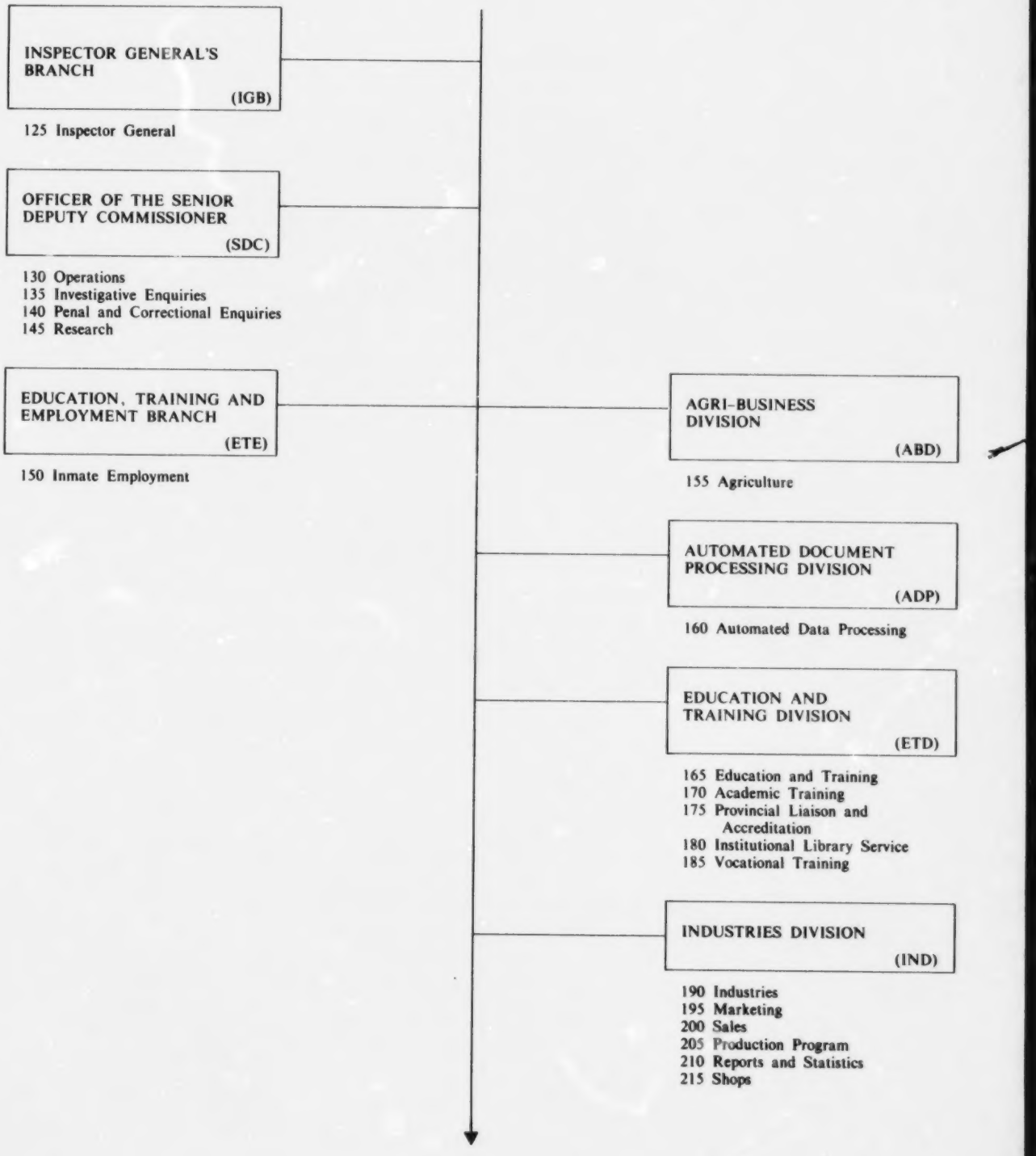
CANADIAN PENITENTIARY SERVICE

Chapter 25

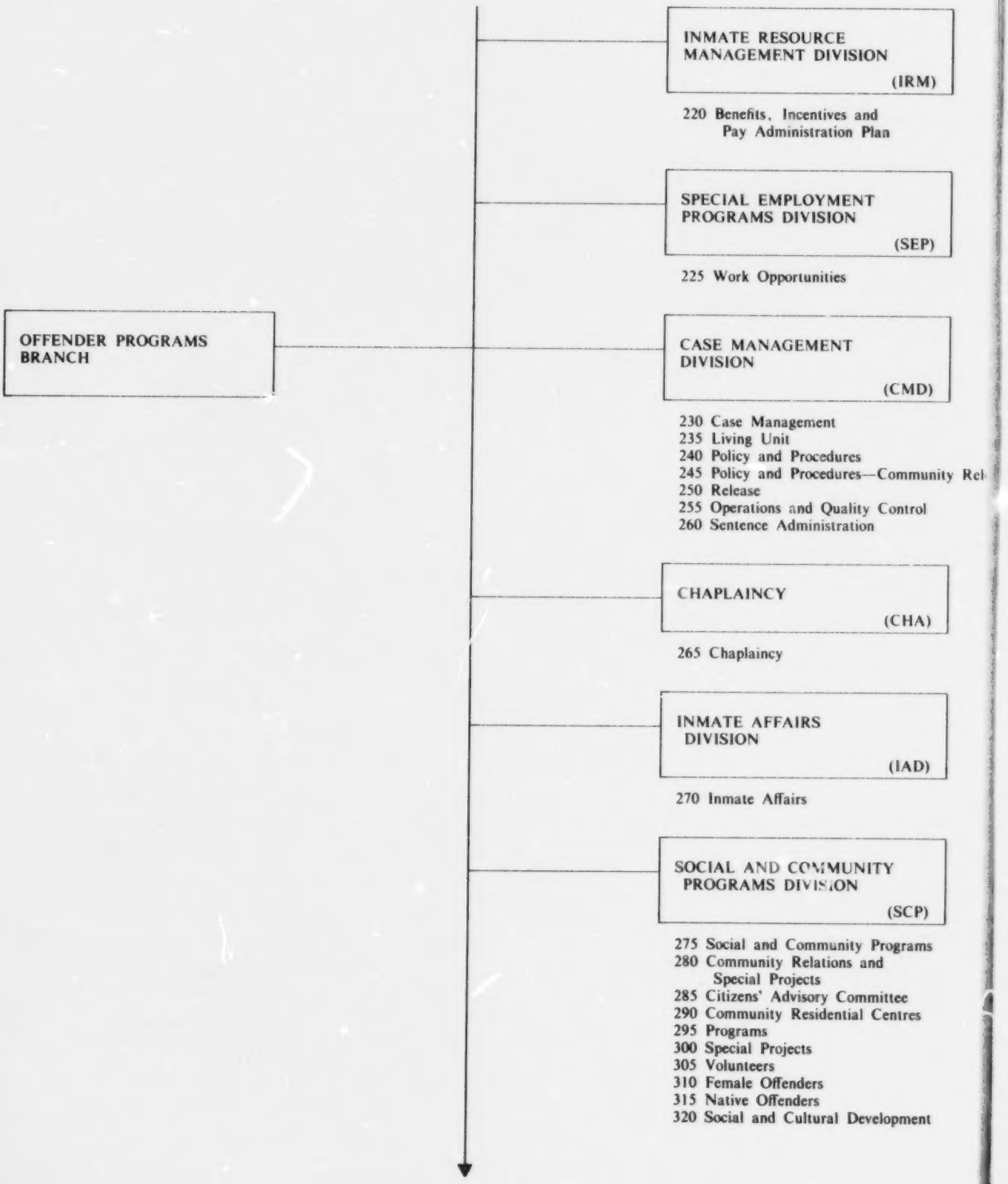
CANADIAN PENITENTIARY SERVICE



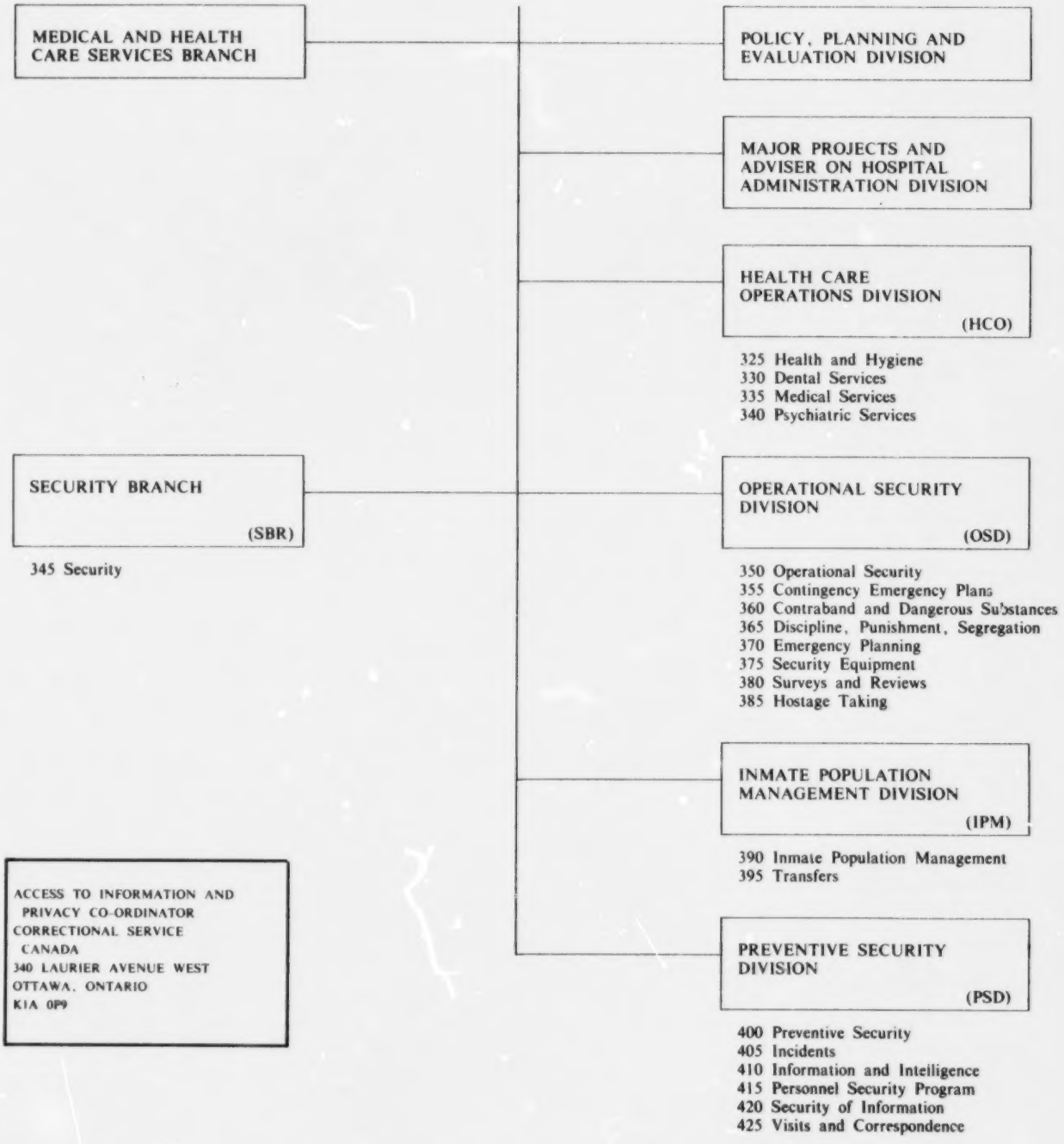
CANADIAN PENITENTIARY SERVICE



CANADIAN PENITENTIARY SERVICE



CANADIAN PENITENTIARY SERVICE



CANADIAN PENITENTIARY SERVICE

Background

In 1868, a federal penal system was created under federal jurisdiction for the establishment, maintenance and management of penitentiaries for offenders sentenced to two years or more. At that time, parole did not exist, leisure time was spent in solitary confinement, and a rule of silence was standard for all inmates from the day of incarceration until the day of release.

In 1977, radical changes were brought about with the amalgamation of the Canadian Penitentiary Service and the National Parole Service, which resulted in the formation of the Correctional Service of Canada (CSC). The Service, as it stands today, provides programs for offenders from pre-admission until the expiration of their sentence. It operates on the basis that the offender must be viewed from physical, emotional and cultural aspects. Such considerations make for a more compassionate environment for the offender within the institutional setting.

Laws and Regulations

- Penitentiary Act
- Parole Act
- Prison and Reformatories Act
- Federal Corrections Act
- Criminal Records Act
- Criminal Law Amendments Act
- The Criminal Code
- Young Offenders Act

Organization

The Correctional Service of Canada has three levels of management: a national headquarters, five regional headquarters and 140 institutions. In keeping with the management principle of centralized policy and decentralized administration, the headquarters plan, develop, evaluate and control policies while the facilities implement them, taking into account the region's varying environments, offender populations and resources.

Overall control is exercised by the Commissioner and CSC's Senior Management Committee, comprising the Commissioner, the Senior Deputy Commissioner, the heads of eight branches and five regional deputy commissioners. Line management is exercised by the Commissioner, the regional deputy commissioners and the facility heads, while functional direction is provided by the branch heads.

Overall Responsibilities

Administration

Administrative and staff support is provided by the following branches: Policy, Planning and Administration, which provides financial, personnel, directives management and administrative services, and functions as a management control tool; Technical Services, which holds responsibility for buildings, properties and accommodation, as well as equipment and supplies; Communications, which handles media and public relations, correspondence and parliamentary relations; and Inspector General, which is responsible for the audit and review of all areas of the Service, special enquiries and projects requested by the Commissioner of Corrections and the CSC accreditation program.

Programs

The administration of sentences and preparation of federal offenders for useful re-entry into society involves four major programs that correspond to CSC's four operational branches: Security; Offender Programs; Medical and Health Care Services; and Education, Training and Employment.

The Security Branch is responsible for the functional direction and control of CSC security operations.

The Offender Programs Branch is responsible for the functional direction and control of Case Management, which provides co-ordinated management and administration of the offender's entire sentence, ensures that offenders receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal offenders, and makes recommendations to the National Parole Board for conditional release through full and day parole; Social and Community Programs, which provide offenders with the opportunity for social, emotional, physical and personal development and promote effective working relationships and administration of policies on the use of private sector agencies; Chaplaincy, which encourages offenders to develop the spiritual dimension of their lives; and Inmate Affairs, which ensures that offenders are treated fairly and humanely and are accorded rights outlined in international covenants and the United Nations Standard Minimum Rules for the Treatment of Prisoners.

The Medical and Health Care Services Branch exercises functional direction and control over all medical and health care services provided to offenders.

The Education, Training and Employment Branch asserts functional direction and control of offender education and training as well as work opportunities.

Organization of Records

CSC records are broken down into five different categories: subject, offender, staff, information on general public, and administrative files — personal information.

The first category, subject records, is organized by main or primary subjects, which in turn are broken down into secondary subjects and, where warranted, tertiary subjects. Although the subject records are organized according to the departmental records classification system, various branches maintain a substantial number of records that have not been incorporated into this system.

The other four categories — offender, staff, information on general public, and administrative files — are handled under the *Privacy Act*.

Please note that CSC's Management of Recorded Information Program is under review and may be subject to change.

Access Procedures

If you wish to make a formal access request under the *Access to Information Act*, please specify the location of the records you seek, and submit a formal access request form to

Access to Information and Privacy Co-ordinator
Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
Telephone: (613)995-3689

Regional Contacts

In general, information on service-wide programs and policies is best obtained by specifying "Ottawa" on the access request form. For

greater detail, please specify the regional headquarters or facility of interest.

Regional Headquarters — Atlantic

Correctional Service Canada
1222 Main Street
Terminal Plaza, 2nd Floor
Moncton, New Brunswick
H1C 1H6

Regional Headquarters — Québec

Correctional Service Canada
3 Place Laval, 2nd Floor
Laval, Québec
H7N 1A2

Regional Headquarters — Ontario

Correctional Service Canada
P.O. Box 1174
440 King Street West
Kingston, Ontario
K7L 4Y8

Regional Headquarters — Prairies

Correctional Service Canada
2002 Quebec Avenue
P.O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5

Regional Headquarters — Pacific

Correctional Service Canada
P.O. Box 4500
32315 South Fraser Way
Abbotsford, British Columbia
V2T 4M8

Facilities

Atlantic Region

Dorchester Penitentiary
Renous Institution
Springhill Institution
Westmorland Institution
Carlton Centre
Parrtown Centre
Sand River Community Correctional Centre
Truro Parole District Office
Bathurst Parole Office
Charlottetown Parole Office
Corner Brook Parole Office
Fredericton Parole Office
Grand Falls Parole Office
Halifax Parole Office
Kentville Parole Office
Moncton Parole Office
Saint John (New Brunswick) Parole Office
St. John's (Newfoundland) Parole Office
Sydney Parole Office

Québec Region

Correctional Staff College
Archambault Institution
Correctional Development Centre
Cowansville Institution
Drummond Institution
Federal Training Centre
La Macaza Institution
Laval Institution
Leclerc Institution
Montée Saint-François Institution
Regional Reception Centre
Sainte-Anne-des-Plaines Institution
Benoit IV Centre
Hochelaga Centre
Martineau Centre
Ogilvy Centre
Pie IX Centre
Sherbrooke Centre
Eastern Québec Parole District Office
Montréal Metropolitan Parole District Office
Western Québec Parole District Office
Chicoutimi Parole Office
Duverney Parole Office
Fabre Parole Office
Granby Parole Office
Hull Parole Office
Laurentides Parole Office
Montréal Acadie Parole Office
Montréal Centre-North Parole Office
Montréal Centre-South Parole Office
Montréal Langelier Parole Office
Montréal Longueuil Parole Office
Montréal West Parole Office
Québec Parole Office
Rimouski Parole Office
Rouyn Noranda Parole Office
Sainte-Thérèse Parole Office
Trois-Rivières Parole Office

Ontario Region

Correctional Staff College
Regional Psychiatric Centre
Regional Supply Centre
Beaver Creek Correctional Camp
Collins Bay Institution
Frontenac Institution
Joyceville Institution
Kingston Penitentiary
Millhaven Institution
Pittsburg Institution
Prison for Women
Warkworth Institution
Keele Centre
Montgomery Centre
Central Ontario Parole District Office
Eastern Ontario Parole District Office
Western Ontario Parole District Office
Barrie Parole Office
Belleville Parole Office
Brampton Parole Office
Brantford Parole Office
Chatham Parole Office
Etobicoke Parole Office
Guelph Parole Office
Hamilton Parole Office
Kenora Parole Office

Kingston Parole Office
London Parole Office
Niagara Falls Parole Office
Oshawa Parole Office
Ottawa Parole Office
Peterborough Parole Office
Sault Sainte Marie Parole Office
Scarborough Parole Office
Sudbury Parole Office
Thunder Bay Parole Office
Timmins Parole Office
Toronto York Parole Office
Windsor Parole Office

Prairies Region

Correctional Staff College
Regional Psychiatric Centre
Bowden Institution
Drumheller Institution
Edmonton Institution
Rockwood Institution
Saskatchewan Farm Institution
Saskatchewan Penitentiary
Stony Mountain Institution
Altadore Centre
Grierson Centre
Osborne Centre
Oskana Centre
Portal House
Calgary Parole District Office
Edmonton Parole District Office
Regina Parole District Office
Winnipeg Parole District Office
Brandon Parole Office
Calgary Parole Office
Lethbridge Parole Office
Prince Albert Parole Office
Red Deer Parole Office
Saskatoon Parole Office
Thompson Parole Office
Yellowknife Parole Office

Pacific Region

Correctional Staff College
Regional Psychiatric Centre
Elbow Lake Institution
Ferndale Institution
Kent Institution
Matsqui Institution
Mission Institution
Mountain Institution
William Head Institution
Matsqui Trailers Day Parole Centre
Pandora Centre
Robson Centre
Abbotsford Parole Office
Chilliwack Parole Office
Kamloops Parole Office
Prince George Parole Office
Terrace Parole Office
Vancouver Parole Office
Vernon Parole Office
Victoria Parole Office
Whitehorse Parole Office

POLICY, PLANNING AND ADMINISTRATION BRANCH

The branch provides personnel, finance and administrative services that are common to all government departments. Details on the classes of records held by such administrative units may be found in the Standard Classes of Records section of this Register.

Manuals

- Commissioner's Directives
- Divisional Instructions

Communications Branch

The responsibilities of the branch are to promote understanding of the objectives, roles, policies and activities of the Correctional Service of Canada through effective internal and external communication; to project an accurate and positive image of the CSC; to develop an awareness of impending events, and appropriate strategies and communications skills for all CSC activities; to promote relationships with criminal justice-related agencies and volunteers; and to gain public support for the generally recognized goals of corrections.

Technical Services Branch

The branch maintains functional direction and control over material management, food services, institutional services, engineering, architecture and properties and general technical services.

Manuals

- Tools and Equipment Manual
- Techincal Services Manual

Engineering, Architecture and Properties Division

The division is responsible for the maintenance and protection of lands and buildings, the supervision of minor construction projects and the provision of utilities.

Food Services Division

The division provides meals for inmates and duty meals for staff.

Materiel Management Division

The division is responsible for the acquisition, storage and issue of equipment and materials for all activities in the institution.

Inspector General's Branch

This branch is responsible to the Commissioner for the accreditation of institutions and certain administrative and security enquiries, as well as the conduct of management, financial, staffing and classification audits.

Office of the Senior Deputy Commissioner

The Office is responsible to the Commissioner for the operations of the Correctional Service of Canada. It maintains functional direction and control over the Education, Training and Employment, Offender Programs, Medical and Health Care Services, and Security branches.

Education, Training and Employment Branch

The branch is responsible for the functional direction and control of inmate employment activities, providing work, training and

educational opportunities to inmates and enabling them to find employment upon release, while helping to defray CSC costs through the manufacture and sale of over $7 million in goods. The functional direction covers 22 institutional schools, 28 workshops and five farms as well as forestry camps, construction and special projects. The branch also maintains liaison with other federal departments, provincial educational and vocational agencies, non-profit organizations and private industry.

Manuals

- Commissioner's Directives
- Divisional Instructions

Agri-business Division

The division is responsible for the development, functional direction and evaluation of CSC agricultural activities employing inmates, e.g., the operation of five institutional farms (beef, pork, fish, poultry, vegetables, fruit and dairy products); canning, slaughtering and other food processing; distribution systems; and horticulture.

Automated Document Processing Division

The division is responsible for the development, functional direction and evaluation of CSC automated document processing activities employing inmates, e.g., data capture, microfilm, marketing.

Education and Training Division

This division is responsible for the development, functional direction and evaluation of CSC education and vocational training services to inmates: the operation of 22 institutional schools, the provision of academic courses from literacy training to university degrees, as well as vocational training; professional standards and accreditation; trades and work placement; and institutional libraries.

Industries Division

The division is responsible for the development, functional direction and evaluation of CSC's industrial activities employing inmates: the operation of 28 industrial workshops, providing work and training opportunites for inmates while manufacturing goods for CSC institutions, individuals, government and non-profit organizations; product development; production management and quality control; finance; marketing.

Manuals

- Industries Operations Manual
- CORCAN Code Book

Inmate Resource Management Division

The division is responsible for overall program integration, e.g., work assignment boards, incentives, pay and benefits systems, accident prevention and safety standards.

Manuals

- Inmate Pay Manual

Special Employment Programs Division

This division is responsible for the development, functional direction and evaluation of special inmate employment activities, e.g., forestry operations and work camps, construction and renovation projects and inmate business.

OFFENDER PROGRAMS BRANCH

This branch is responsible for the functional direction and control of Chaplaincy, Case Management, Inmate Affairs and Social and Community Programs. It also maintains liaison with the National Parole Board, police forces, private after-care and provincial probation agencies.

Manuals

- Commissioner's Directives
- Divisional Instructions

Case Management Division

The division co-ordinates management and administration of the inmate's entire sentence, ensures that inmates receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal inmates, and makes recommendations to the National Parole Board for conditional release through full and day parole.

Inmates are assigned to case management teams shortly after admission. These teams review all information on inmates and then develop individual program plans. These plans consider the inmate's needs and objectives, the services and activities in which the inmate will participate, and plans for eventual transfer or conditional release. Participation and progress are monitored and the inmate is informed of his or her assessment on a regular basis.

Manuals

- Case Management Manual
- Case Supervision Procedures Manual
- National Parole Service Procedures Manual
- Case Preparation Procedure Manual

Chaplaincy

The Chaplaincy is responsible for the development, functional direction and evaluation of religious services to inmates.

Manuals

- Chaplain's Manual

Inmate Affairs Division

The division is responsible for the development, functional direction and evaluation of inmate affairs activities to ensure fair and humane treatment, e.g., inmates' rights, complaints and grievances. In addition, it produces related booklets and investigates, hears and resolves inmates' complaints and grievances, through up to four decision-making levels.

Manuals

- Grievance Manual

Social and Community Programs Division

The division provides offenders with the opportunity for social, emotional, physical and personal development through recreation and physical fitness programs, hobbycraft programs, citizen participation programs, life skills courses, assistance programs for social and family relations and special programs to meet the needs of women, natives and other groups. Other important functions are the promotion of effective working relationships and the administration of policy on the use of private sector agencies.

Medical and Health Care Services Branch

The branch is responsible for the functional direction and control of medical and health care activities: the medical, psychiatric, dental, surgical and nursing care of inmates provided by CSC Regional Psychiatric and Health Care Centres as well as by public hospitals and private practitioners; hospital administration; liaison with medical and other professional associations in Canada and abroad; and bilateral negotiations and agreements with provincial governments on the provision of health care services.

Manuals

- Commissioner's Directives
- Divisional Instructions
- Medical and Health Care Services Policy and Procedure
- Nursing Manual

Policy, Planning and Evaluation Division

The division is responsible for the development and evaluation of branch policies and plans. It co-ordinates policy planning activities; operates performance measurement and other management information systems; audits research prosposals; and ensures the efficiency and confidentiality of health care information.

Major Projects and Adviser on Hospital Administration Division

The division is responsible for the planning and implementation of major projects, including preparations for the Second World Congress on Prison Medicine, and tendering systems for health care services provided by public hospitals and private practitioners. In addition, it provides professional advice on hospital administration.

Health Care Operations Division

The division is responsible for the development, functional direction and control of CSC nursing and paramedical activities, such as those at regional psychiatric centres and institutional health care offices; services provided by provincial hospitals and private practitioners; and for medical facilities, equipment and supplies.

Manuals

- Medical and Health Care Services Manual
- Nursing Manual

Security Branch

The branch is responsible for the functional direction and control of the Operational Security, Preventive Security and Inmate Population Management Divisions.

Manuals

- Security Manual

Operational Security Division

The division is responsible for the development, functional direction and evaluation of operational security activities, including contingency and emergency planning; the custody, escort and discipline of inmates; censorship and contraband control; disturbances; security equipment and electronic security systems; manning standards; security aspects of fire safety; security surveys; and crisis management.

Inmate Population Management Division

The division is responsible for the development, functional direction and evaluation of inmate population management activities, including accommodation control; interregional and international transfers; the provision and use of protective custody, segregation, punitive dissociation, special handling facilities and related dangerous inmate policies; the direction and control of the movement of inmates among these special facilties; and the maintenance of an inmate population management reporting system.

Manuals

- Case Management Manual

Preventive Security Division

The division is responsible for the development, functional direction and evaluation of preventive security activities, which include the collection, protection, analysis and reporting of intelligence information; preventive measures to safeguard the public, staff and inmates; maintaining the security of CSC property (other than institutions); and the conduct of security surveys and investigations.

Classes of Records

CPS/COM-005 *Formerly Identified as:* CSC-10
Correspondence Management
Description: Information on policy and procedures in the handling of correspondence. *Topics:* Correspondence management — channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial; processing of Commissioner's and Senior Deputy Commissioner's mail; inmate and anonymous correspondence; parliamentary matters — questions asked in the House of Commons, Minister's house book, ministerial enquiries, employment enquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input.

CPS/COM-010 *Formerly Identified as:* CSC-20
Information Services
Description: Information on the administration of public affairs and relations. *Topics:* Address, mailing and distribution lists; biographies — media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising — newspapers, magazines, periodicals, radio and television; articles, bulletins, guides, newsletters and manuscripts for publication; COMREP, exhibitions and fairs — displays and models; lectures and lecturers — Solicitor General, CSC personnel, officials of other government departments and agencies, Speakers Bureau.

CPS/COM-015 *Formerly Identified as:* CSC-30
Books and Publications
Description: Information on the management of books and publications, including their printing, binding, editing, compilation, sale and distribution. *Topics:* Books and publications — printing and binding, editing, sale and distribution, requests for publications; individual — discussion, compilation, printing, distribution; Let's Talk, prison newspapers, Public Affairs Courier, Social Developer, Monday Morning Highlights, Inside/Outside, Telecom, Intercom.

CPS/COM-020 *Formerly Identified as:* CSC-40
Enquiries (Revised)
Description: Enquires made by members of the public press or Parliament on the Correctional Service of Canada. *Topics:* Requests

to interview officials or offenders; correspondence received on persons thought to be offenders or awaiting transfer to an institution. *Special Access Note:* Access requests for information on persons awaiting transfer to an institution should be made under the *Privacy Act*. All other access requests for this bank should be made under the *Access to Information Act*.

CPS/TSB-025 *Formerly Identified as:* CSC-50
Technical Services
Description: Information on the management of technical services, including major construction projects and the provision of electronic and telecommunication services. *Topics:* Construction — codes and regulations; contracts — projects, individual contracts, design change requests; institutional performance specifications — educational facilities; programs — accelerated construction program, capital projects authorization and implementation system.

CPS/TSB-030 *Formerly Identified as:* CSC-60
Electronics and Telecommunications — General
Description Information on the provision of electronics and telecommunications services. *Topics:* Communications — Government Telecommunications Agency (GTA), call code cards, intercom and public address, automated office communications; radio and television — control radio, inmate radio and television (departmental and personal), two-way radio; telephone — directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; teletype and Telex — facsimile, telegraphs.

CPS/TSB-035 *Formerly Identified as:* CSC-70
Electronics and Telecommunications — Security
Description: Information on the acquistion and installation of security electronics equipment. *Topics:* Integrated Communication and Control System — sub-systems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call system — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system; electric-field fencing; Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter-technical intrusion inspection.

CPS/TSB-040 *Formerly Identified as:* CSC-80
Facilities Planning
Description: Information on the planning of facilities. *Topics:* Public awareness program; five-year construction program; accommodation program 1980-90; chapel; community release centres; female accommodation health care centres; maximum, medium and minimum security; psychiatric centres; reception centres; special handling units; workshops; accommodations standards — building program element, executive summary; construction systems and materials — materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security and control systems — electric locking, manual locking and communication systems, security windows, screens, grills and barriers, perimeter security systems.

CPS/EAP-045 *Formerly Identified as:* CSC-90
Engineering, Architecture and Properties
Description: Information on buildings and properties; accounting and inventories; real property, including acquistion and disposal; and the environmental protection program. *Topics:* Buildings and properties — signage program, heritage buildings and properties, photographs; accounting and inventories — Central Real Property Inventory, site plans; acquisition of real property — leases, expropriation, mobile trailers, proposed new sites; disposal of real property — notification of excess Crown property, report of surplus lands and buildings; environmental protection program — air pollution, water pollution, noise control, environmental assessment and review process, clean-up program.

CPS/EAP-050 *Formerly Identified as:* CSC-100
Accommodation
Description: Information on all aspects of accommodation. *Topics:* Accommodation — offers of space, planning and requirements, office, staff colleges, staff housing, armouries, warehouses; recreation and training areas — baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, swimming pools; reports and statistics — cell accommodation reports, monthly project reports, departmental accommodation utilization reports, accommodation status reports.

CPS/EAP-055 *Formerly Identified as:* CSC-110
Buildings
Description: Information on building administration and upkeep. *Topics:* Buildings — floor directives, bulletin boards, elevator services, use of facilities; alterations and repairs — requisition for services, Public Works Canada; damages; maintenance — hygiene and sanitation, painting program, spring and fall clean-up, preventive maintenance, roofs; maintenance standards.

CPS/EAP-060 *Formerly Identified as:* CSC-120
Buildings — Fire Safety
Description: Information on all aspects of fire safety. *Topics:* Fire safety awards program and fire prevention week; fire investigation reports; fire protection agreements; fire protection engineering standards; fire drills; automatic sprinklers alarm system; fire loss analysis; Regional Fire Commissioners' inspection reports; Correctional Service Canada fire inspection reports.

CPS/EAP-065 *Formerly Identified as:* CSC-130
Lands
Description: Information on the administration of lands. *Topics:* Lands — burial grounds and cemeteries, quarries, trespassing; concessions — easement, rights-of-way, cattle grazing privileges, lease-backs; development — site grading and levelling, farm land, reforestation; fencing, walls and towers; flood control; parking areas; roads, streets, sidewalks — snow removal.

CPS/EAP-070 *Formerly Identified as:* CSC-140
Utilities
Description: Information on the provision of utilities. *Topics:* Utilities — refrigeration; conservation of energy — reports, solar energy, wood and waste products (biomass); electric power — electrical distribution system, emergency standby generators, floodlighting; garbage disposal — garbage dumps, incinerators; water and sewage — filtration and water treatment plant, plumbing systems, water mains, sewer and drains; water towers and reservoirs, wells.

CPS/EAP-075 *Formerly Identified as:* CSC-150
Heating
Description: Information on the provision of heating utilities. *Topics:* Heating fuels — coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants — boiler and furnace, performance monthly statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune-up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning — heat distribution system, monitoring and control systems, ventilation, building environment control.

CPS/EAP-080 *Formerly Identified as:* CSC-160
Vehicles
Description: Information on the management and provision of government-owned vehicles. *Topics:* Fleet management information

system; credit card system; licence registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins.

CPS/EAP-085 *Formerly Identified as:* CSC-170

Vehicle Parking

Description: Information on vehicle parking. *Topics:* Regulations; application; permits.

CPS/FSD-090 *Formerly Identified as:* CSC-180

Food Services

Description: Information on the supply of foodstuffs and the administration of the food services program. *Topics:* Foods — canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); food service program — ration scale, menu sheets, messing, Christmas bags, special diets, free meals.

CPS/MMD-095 *Formerly Identified as:* CSC-190

Materiel Management

Description: Information on overall materiel management. *Topics:* Equipment and supplies — agreements and guarantees; accounting and inventories — boards of survey, overages and shortages, stock-taking; catalogues, manuals, price lists — office equipment and supplies, tool and equipment manual; disposal and surplus — condemnation, transfer of material to other government departments, write-offs; drawings and specifications — buildings; industrial drawings; Canadian Government Specifications Board.

CPS/MMD-100 *Formerly Identified as:* CSC-200

Equipment

Description: Information on the acquisition of equipment. *Topics:* Equipment on loan; photographic equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; boiler equipment; data processing equipment — computers, computer terminals; maintenance and repairs — office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; microfilming equipment — printer-reader, film; office appliances — calculating machines, tape recorders, typewriters, photocopying equipment, word processors.

CPS/MMD-105 *Formerly Identified as:* CSC-210

Health Care Equipment

Description: Information on the acquisition of health care equipment. *Topics:* Dental, optical, physiotherapy, first aid kits; hospital equipment — beds (other than cell, dormitory, and household), X-ray, operating room; pharmaceutical — drugs, inspections by Health and Welfare Canada.

CPS/MMD-110 *Formerly Identified as:* CSC-220

Institutional Services

Description: Information on the procurement services required by institutions. *Topics:* Clothing — officer clothing, inmate clothing (institutional), inmate clothing (discharge), report on stock of cloth for officers' uniforms; furniture and furnishings — kitchen smallware; cell and dormitory — beds and bedding, lighting fixtures, lockers, chairs, sofas; household — beds and bedding, chesterfields, chairs, sofas; office — filing cabinets and security shells, desks, tables and chairs, drapes and venetian blinds, wall furnishings (pictures, plaques); clothing and accommodation — cell and dormitory accommodation, clothing.

CPS/MMD-115 *Formerly Identified as:* CSC-230

Procurement

Description: Regulations, instructions and procedures relating to procurement. *Topics:* Procurement — purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue, tender lists; contracts; local purchase orders; requisitions; standing offer agreements.

CPS/MMD-120 *Formerly Identified as:* CSC-240

Supplies

Description: Information on the purchase of supplies. *Topics:* Badges, emblems, crests, flags; training aids; supplies; returnable containers; building materials — hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies — institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels — coal, furnace or stove oil, gas; motor fuels — gasoline, diesel fuel, oil and lubricants, antifreeze; shop supplies — cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery.

CPS/IGB-125 *Formerly Identified as:* CSC-250

Inspector General

Description: Information on liaison with the Correctional Investigator, management of audits and management of the accreditation program. *Topics:* Correctional Investigator's inquiries; special projects; management review — regional checklists; financial audits — annual financial audit report, quarterly report on financial audits; classification audits; staffing audits — Public Service Commission of Canada audits, anomaly reports, questionnaire and analysis; correctional standards — Commission on Accreditation for Corrections Inc. (U.S.), institutions, parole offices, community correctional centres, regional psychiatric centres, health care centres; administrative enquiries.

CPS/SDC-130 *Formerly Identified as:* CSC-260

Operations

Description: Information on the operations of CSC in general. *Topics:* Youth Services crime prevention; relocation of federal female offenders.

CPS/SDC-135 *Formerly Identified as:* CSC-270

Investigative Enquiries (Revised)

Description: Records on investigations conducted by the Inspector General's or Policy, Planning and Administration branches, on incidents that have an adverse effect on the security or administration of an institution. *Topics:* Terms of reference for each incident including facts and recommendations; police reports; intelligence assessments; and information provided by offenders, staff, visitors and external organizations. *Note:* Used to prevent incident recurrences and to process claims against the Crown.

CPS/SDC-140 *Formerly Identified as:* CSC-280

Penal and Correctional Enquiries

Description: Enquiries held to identify operational deficiencies in the Canadian Correctional System and to make recommendations for changes. *Topics:* Canadian Committee on Corrections — Mr. Justice Ouimet; Commission of Enquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; juvenile delinquents; Provost Commission on the Administration of Justice;

Royal Commission on the Toronto Jail of Custodial Services; narcotics addiction; study of sexual and dangerous offenders.

CPS/SDC-145 *Formerly Identified as:* CSC-290

Research

Description: Research in medical, psychiatric, psychological and socio-behavioural problems affecting CSC inmates and reports. *Topics:* Research Advisory Council; medical; psychiatric; psychological; nursing.

CPS/ETE-150 *Formerly Identified as:* CSC-300

Inmate Employment

Description: Information on general matters pertaining to the employment of inmates both within the institution and externally while they are serving a sentence. *Topics:* Work assignments boards — grading; internal employment; external employment; ex-inmate enterprises.

CPS/ABD-155 *Formerly Identified as:* CSC-310

Agriculture

Description: Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. *Topics:* Agriculture — distribution of products, farm reports; animal husbandry — cattle, pigs, poultry, veterinary services; cannery operations; slaughterhouses.

CPS/ADP-160 *Formerly Identified as:* CSC-320

Automated Data Processing

Description: Information on automated data processing installations, customers and proposed customers, and production reports. *Topics:* Automated data processing — data capture, microfilm, postal, word processing; customers; reports — data capture, microfilm.

CPS/ETD-165 *Formerly Identified as:* CSC-330

Education and Training

Description: General information on programs designed to improve the inmates' occupational skills. *Topics:* Academic and vocational training contracts; continuing professional education for education and training staff; teachers; educational testing — academic and vocational; development plan — education and training study; standards.

CPS/ETD-170 *Formerly Identified as:* CSC-340

Academic Training

Description: Information on schools, university training, extramural courses. *Topics:* Correspondence courses; special education; Haldon-reading scheme; university degree program; computer-assisted learning; native studies.

CPS/ETD-175 *Formerly Identified as:* CSC-350

Provincial Liaison and Accreditation

Description: Information on liaison with provincial governments on accreditation and issue of trades certificates, work placement.

CPS/ETD-180 *Formerly Identified as:* CSC-360

Institutional Library Service

Description: Information on the administration of institutional library services.

CPS/ETD-185 *Formerly Identified as:* CSC-370

Vocational Training

Description: Information on commercial training, manufacturing trades, small business courses. *Topics:* Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations.

CPS/IND-190 *Formerly Identified as:* CSC-380

Industries

Description: General information on industrial operations.

CPS/IND-195 *Formerly Identified as:* CSC-390

Marketing

Description: Information on the development of markets and products. *Topics:* Marketing; market development — cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion — showroom, product coding, promotional aids; product development — product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped.

CPS/IND-200 *Formerly Identified as:* CSC-400

Sales

Description: Information on the sale of products made by inmates. *Topics:* Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools.

CPS/IND-205 *Formerly Identified as:* CSC-410

Production Program

Description: Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC. *Topics:* Production control — inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; quality control — inspection plans, in-process inspections, final inspection, customer complaints; quality assurance.

CPS/IND-210 *Formerly Identified as:* CSC-420

Reports and Statistics

Description: Administrative reports and statistics on industrial operations. *Topics:* Inspection reports — quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; summary of industrial revolving fund; sales reports; program situation report; monthly activity report.

CPS/IND-215 *Formerly Identified as:* CSC-430
Shops
Description: Information on the organization, administration and layout of industrial shops.

CPS/IRM-220 *Formerly Identified as:* CSC-440
Benefits, Incentives and Pay Administration Plan
Description: Information on inmate pay, bonding and unemployment insurance, work incentives and the pay administration plan. *Topics:* Benefits — bonding of inmates, remuneration, unemployment insurance, Workman's Compensation; incentives; Inmate Employment and Pay Administration Plan — operations, employment and opportunities, classification and compensation, work standards, pay systems, employment and pay information system.

CPS/SEP-225 *Formerly Identified as:* CSC-450
Work Opportunities
Description: Information on the administration of work opportunities for inmates. *Topics:* Entrepreneurial activities; Canada Works Economic Growth Component; inmate labour on construction projects; projects involving private sector; bush operations — tree nursery reforestation; Employment and Immigration Canada economic growth component; co-ops; institutional services.

CPS/CMD-230 *Formerly Identified as:* CSC-490
Case Management
Description: Information on the development of a program plan for the offender. *Topics:* Pre-sentence and post-sentence report; classification of inmates — classification questionnaire, cascading of inmates, individual program planning.

CPS/CMD-235 *Formerly Identified as:* CSC-500
Living Unit
Description: Information on regulations and implementation of the living unit program. *Topics:* Therapeutic community; living unit and human relations — "The Owl Grid/la Grille Hibou", living unit class proposal.

CPS/CMD-240 *Formerly Identified as:* CSC-510
Policy and Procedures
Description: Information on the development of general policies and procedures. *Topics:* Co-operation and liaison with the provinces — deportation; Case Management Manual.

CPS/CMD-245 *Formerly Identified as:* CSC-520
Policy and Procedures — Community Release
Description: Information on the development of policies and procedures in preparation for community release. *Topics:* Community Correctional Centre directors' conference; inmate manual; community banking; parolee assistance loan fund; deportation; parole — parole offices as releasing institutions, medical insurance for parolees and ex-inmates; programs — Case Management Manual, Chapter 17.

CPS/CMD-250 *Formerly Identified as:* CSC-530
Release
Description: Information on case preparation for release and case supervision after release. *Topics:* Release of inmates; absences — temporary, festive season, escorted, unescorted; discharge; parole — community release, temporary detainees, post-release programs — temporary absence, day parole, parole, mandatory supervision, signing authority for warrants, case supervision procedures manual; pre-release programs — intensive pre-release project, temporary absence, day parole, parole, mandatory supervision, case preparation procedures manual.

CPS/CMD-255 *Formerly Identified as:* CSC-540
Operations and Quality Control
Description: Information on quality control, quantitative and qualitative performance in district offices and application of policy and procedures in the region. *Topics:* Reclassification study; quality control and procedure review — audits, board complaints, concerns and comments, inmate enquiries and issues on case management, community enquiries and issues on case management, warrant control records, NPS procedures manual — proposed amendments, Case Management Manual, quality control checklists.

CPS/CMD-260 *Formerly Identified as:* CSC-550
Sentence Administration
Description: Documentation of inmates on admission and release, computation of sentences, remission. *Topics:* Admissions — admission of foreign nationals; documentation of inmates received from provincial prisons; scar notification; interpretation of sentence; auditing of inmate files; numbering of inmates; fingerprinting and photographing of inmates; expiration of sentence; earned remission; statutory remission; discharge; death — suicides.

CPS/CHA-265 *Formerly Identified as:* CSC-560
Chaplaincy
Description: Information on programs designed for the spiritual well-being of inmates. *Topics:* Interfaith committee on Chaplaincy; special diets; Chaplaincy — Protestant, Roman Catholic, relations with diverse faith groups, retreats, Chaplain's Manual.

CPS/IAD-270 *Formerly Identified as:* CSC-570
Inmate Affairs
Description: Information on the management of inmate affairs. *Topics:* Welfare — counselling; inmate organizations; legal affairs — legal aid; ombudsman, inmate rights and responsibilities, administrative boards, United Nations general principles for persons in prisons; inmate affairs — inmate participation in management; inmate committees; grievances — individual grievances, group grievances, reports, grievance manual, inmate manual.

CPS/SCP-275 *Formerly Identified as:* CSC-580
Social and Community Programs
Description: Information on special programs to meet the needs of specific groups of offenders and on the administration of financial programs. *Topics:* Finance — community banking, monetary assistance to inmates and dependents, parolee assistance loan fund, trust fund, welfare fund, travelling and living expense allowance, allowances to offenders; programs — long-term offenders, regional reception centre, diversion, contact, husband and wife offenders, senior citizen offenders, sexual offender program.

CPS/SCP-280 *Formerly Identified as:* CSC-590
Community Relations and Special Projects
Description: Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry societies for services such as parole supervision and residential services. *Topics:* Associations — aftercare services contracts; grants to aftercare agencies.

CPS/SCP-285 *Formerly Identified as:* CSC-600
Citizens' Advisory Committee
Description: Information on policy formulation, planning, minutes and recommendations of the Citizens' Advisory Committee. *Topics:* Draft Cabinet Document 216; memberships and appointments; national conference of Citizens' Advisory Committees (CACs) — constitution; minutes, recommendations; progress reports; National Executive Committee of CACs — minutes.

CPS/SCP-290 *Formerly Identified as:* CSC-610
Community Residential Centres
Description: Information on the operational aspects of community correctional centres and community residential centres for parole supervision; includes provincial liaison. *Topics:* Guidelines for community residential centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision — provincial.

CPS/SCP-295 *Formerly Identified as:* CSC-620
Programs
Description: Information on parole supervision programs. *Topics:* Private homes; services to families of offenders; Square One.

CPS/SCP-300 *Formerly Identified as:* CSC-630
Special Projects
Description: Information on special projects for the development of programs. *Topics:* Brantford community team; correctional employment related services(CER); outreach project; converse; colloques des ressources communautaires; co-ordinated computerized community residential centre (CRC); program evaluation; Citizen Action Group (Hamilton) employment project; Détenus bénévoles; Exdeltra Inc.; Family Visiting Programs; HELP Program — Frontier College; life skill project — Prairies; inmate employment service — Prince Albert film; parolees — supervision cases — John Howard Society of Metropolitan Toronto.

CPS/SCP-305 *Formerly Identified as:* CSC-640
Volunteers
Description: Information on the general public and inmates as volunteers. *Topics:* Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project — accommodation, female offenders, international programs, review board, statistics, comments from outside organizations.

CPS/SCP-310 *Formerly Identified as:* CSC-650
Female Offenders
Description: Information on special programs to meet the needs of the female offender. *Topics:* Relocation of female offenders; provincial co-operation — administration of Prison for Women, Elizabeth Fry societies, federal female inmate relocation project-advisory group, federal-provincial committee on the female offender, national advisory committee on the female offender, national planning committee on the female offender, female accommodation, programs for female offenders.

CPS/SCP-315 *Formerly Identified as:* CSC-660
Native Offenders
Description: Information on special programs to meet the needs of the native offender. *Topics:* Associations; native offenders — Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission.

CPS/SCP-320 *Formerly Identified as:* CSC-670
Social and Cultural Development
Description: Information on programs designed to enhance the inmate's social, cultural and physical development. *Topics:* Associations; entertainment — concerts and shows put on by inmates, hobbycraft, movies and television, sports activities put on by visiting athletes, concerts put on by visiting groups; physical eduction and recreation — physical fitness testing, standards, minimum security institutions, medium and maximum security institutions, inter-institutional sports day, exceptional people's olympiad; social development programs — transcendental meditation, resource exchange project, life skills, long-term offender project (SSEAP), Ontario volunteer programs; draft Cabinet document — social and cultural development.

CPS/HCO-325 *Formerly Identified as:* CSC-680
Health and Hygiene
Description: Information on general matters pertaining to the cleanliness and physical well-being of inmates. *Topics:* Accident reports — inmate; barbering; bathing; change room; laundry; occupational therapy.

CPS/HCO-330 *Formerly Identified as:* CSC-700
Dental Services
Description: Information on dental care provided to offenders and dental laboratories.

CPS/HCO-335 *Formerly Identified as:* CSC-710
Medical Services
Description: Information on the medical care of inmates. *Topics:* Hospital insurance; medical insurance for parolees and ex-inmates; medical statements; Medical Services Manual; Nursing Manual; nursing; Canadian Hospital Directory; immunization of inmates; drug abuse testing; transsexuals; reception; chest X-rays.

CPS/HCO-340 *Formerly Identified as:* CSC-720
Psychiatric Services
Description: Information on psychiatric care of inmates. *Topics:* Certification procedures for admission; sex offender treatment.

CPS/SBR-345 *Formerly Identified as:* CSC-730
Security
Description: General information on the security of institutions. *Topics:* Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions.

CPS/OSD-350 *Formerly Identified as:* CSC-750
Operational Security
Description: Information on general operational security of the institutions. *Topics:* Inmate count; patrol dogs; penitentiary officers' handbook; monthly security briefing; supervision of inmate leisure time activities; Security Manual; flying over institutions; preservation of evidence at the scene of a crime.

CPS/OSD-355 *Formerly Identified as:* CSC-760
Contingency Emergency Plans
Description: Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. *Topics:* Civilian assistance; military assistance; RCMP assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre, National Headquarters.

CPS/OSD-360 *Formerly Identified as:* CSC-770
Contraband and Dangerous Substances
Description: Information on the entry into or discovery of unauthorized material in institutions, and the control of dangerous substances within the institution. *Topics:* Dangerous substances; drugs; searches (inmates, staff, visitors); body cavity searches; butane lighters; gerbil drug detection; reports and bulletins from other agencies; statistics; tool control; weapons.

CPS/OSD-365 *Formerly Identified as:* CSC-780
Discipline, Punishment, Segregation
Description: Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. *Topics:* Bulletins and publications — foreign jurisdictions; corporal punishment; dissociation; study groups; recording and reporting system; sensory deprivation; use of force; segregation; segregation —

monthly administrative review; independent chairperson, workshops and appointments; resignations; fees.

CPS/OSD-370 *Formerly Identified as:* CSC-790
Emergency Planning
Description: Information on policies and plans for the continuation of the Department's operations in the event of an emergency. *Topics:* Accommodation; internment of subversives; national shelter program; nuclear survival; snow emergencies; training; Exercise Wintex; Exercise Bold Step 82; nominated officials; circulars, publications, reports.

CPS/OSD-375 *Formerly Identified as:* CSC-800
Security Equipment
Description: Information on the selection and use of security equipment. *Topics:* Restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security equipment; contraband screening — X-ray, metal detectors, narcotics identification kits; integrated communication and control system — subsystems, acceptance test procedures, standard operation procedures; main communication and control posts; institutional detection, alarm and call systems — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system, electric field fencing, Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter technical intrusion inspection; weapons — registration of firearms, weapons inventory, ammunition, rifles and revolvers, riot tear-gas, shields.

CPS/OSD-380 *Formerly Identified as:* CSC-820
Surveys and Reviews
Description: Information on inadequacies in security operations.

CPS/OSD-385 *Formerly Identified as:* CSC-830
Hostage Taking
Description: Information on the management of hostage-taking situations. *Topics:* Guidelines for the behaviour of hostages; services to families of hostages; statistics.

CPS/IPM-390 *Formerly Identified as:* CSC-840
Inmate Population Management
Description: Information on procedures for managing the inmate population. *Topics:* Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; dangerous offenders — most dangerous, weekly report, murderers, sex offenders.

CPS/IPM-395 *Formerly Identified as:* CSC-850
Transfers
Description: Information on the actual movement of inmates or groups of inmates. *Topics:* Insane inmates; transfer to community correctional centres (CCCs) and community residential centres (CRCs); transfer between regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates.

CPS/PSD-400 *Formerly Identified as:* CSC-860
Preventive Security
Description: Information on preventive security. *Topics:* Security in the Public Service — Cabinet Document 35; building security — access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services — Corps of Commissionaires; identification — ID cameras, inmates, parolees, staff, damage, loss and recovery, fingerprinting.

CPS/PSD-405 *Formerly Identified as:* CSC-880
Incidents
Description: Information on incidents in institutions. *Topics:* Assaults; contraband; death; fires; major incidents; minor incidents; escapes and recaptures — escapes from escort, plans apprehended, Operation Earthworm, reports, statistics, studies; injuries — accidental, attempted murder, attempted suicide, self-inflicted; use of force — gas, physical, weapons.

CPS/PSD-410 *Formerly Identified as:* CSC-890
Information and Intelligence
Description: Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. *Topics:* Inmate witnesses from foreign jurisdictions; interrogations; organized crime; organized crime — Quebec; profiles — inmate; staff labour problems; special cases; terrorism; threats and demonstrations; bulletins, publications — bulletins and reports from law enforcement agencies, inmate newsletters, radical books and publications, security bulletins, SINTREP — daily and weekly, summaries, synopsis, evaluations.

CPS/PSD-415 *Formerly Identified as:* CSC-920
Personnel Security Program
Description: Information on the administration of the personnel security program involving clearances of personnel and individual security clearance case files. *Topics:* Clearance of personnel; individual security clearance case files; criminal indices check; employment of homosexuals.

CPS/PSD-420 *Formerly Identified as:* CSC-940
Security of Information
Description: Information on the administration of security regulations for the handling and storage of documents, exchange and release of information. *Topics:* Classification of correspondence and documents; release of information; breaches of security; confidentiality of medical and psychiatric reports; medical information administrative summary; EDP security; document storage.

CPS/PSD-425 *Formerly Identified as:* CSC-950
Visits and Correspondence
Description: Information on inmate visitors, the censorship and monitoring of inmate correspondence, reading material, telephone communication. *Topics:* Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors.

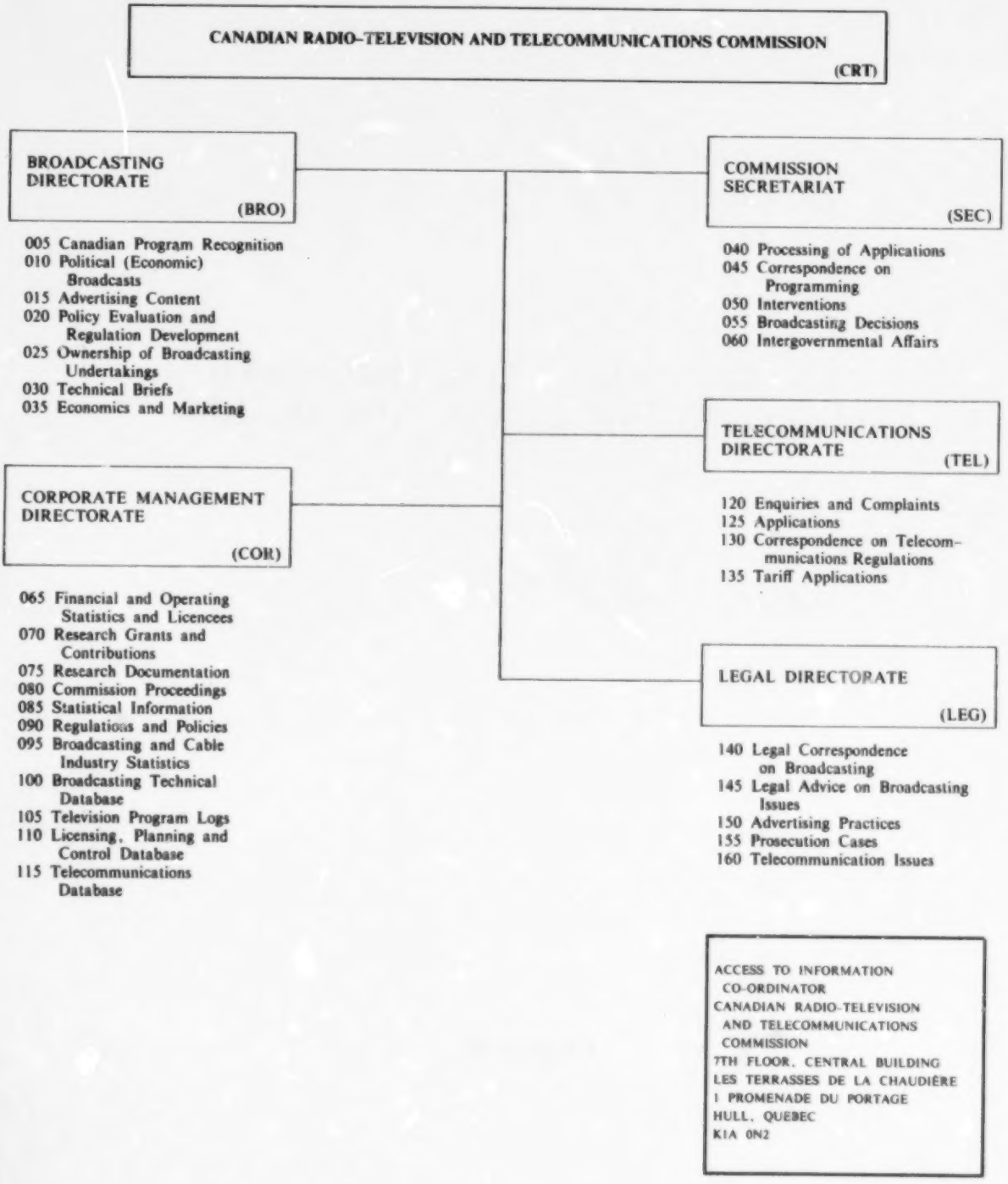
Deleted Classes of Records

CSC-1 National Parole Statistical Information Service
CSC-2 Offender Information System
CSC-3 List of Substitutional Fingerprint System Numbers Log/Register
CSC-4 Federal Provincial System
CSC-5 Provincial Termination of Parole Log Register
CSC-6 Personal History File
CSC-7 Temporary Absence System
CSC-8 Inmate Record System (IRS) Computerized
CSC-270 Administrative Enquiries
CSC-460 Inmate Document and Record Information System
CSC-470 Offender Administration Bank
CSC-480 Housekeeping Bank
CSC-690 Offender Health Care Record
CSC-740 Internal Enquiries
CSC-810 Security Enquiries
CSC-870 Enquiries
CSC-900 Inmate Security
CSC-910 Special Inmate Security
CSC-930 Security Investigation
CSC-960 Preventive Security
CSC-970 Offender Movement
CSC-980 Institutional Security Threats

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Chapter 26

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION



CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency. Its mandate was to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the *Canadian Radio-television and Telecommunications Commission Act*, under which the Commission assumed responsibility for regulating telecommunications carriers within federal jurisdiction.

Laws and Regulations

- Canadian Radio-television and Telecommunications Act (1976), which amended the Broadcasting Act (1968)
- AM, FM and TV Broadcasting Regulations
- Cable TV Regulations
- National Transportation Act
- Railway Act

Overall Responsibilities

The CRTC regulates both public and private broadcasters. It has the power to issue, renew, amend, suspend or revoke licences, and to set any conditions of licence it feels necessary. With respect to federally regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and that rates and tariffs are not unjustly discriminatory. The Commission's approval is also required for traffic agreements and capital stock issues.

In order to fulfil its mandate, the CRTC collects a variety of information on applicants and existing licensees operating broadcasting undertakings (cable, radio and television) across the country. Financial and operating information is collected on a yearly basis in annual returns filed under the *Statistics Canada Act*. Programming on radio and television is monitored, and operating stations submit detailed program logs every year. In the course of the public hearing process, information concerning the applications being heard is made available for public examination as outlined in the CRTC Rules of Procedure. These public files include the text of any intervention made by anyone wishing to express views with respect to particular applications or issues raised in public hearings. In telecommunications hearings, interrogatories and other more formal practices may be carried out, as outlined in the CRTC Telecommunications Rules of Procedures.

The Commission receives complaints and enquiries from specific individuals and corporations regarding both broadcasting and telecommunications. Grants and contributions are occasionally made through the Commission's research branch.

General Information

General information can be obtained either in person, by telephone, or by writing to the following services at the CRTC headquarters, Central Building of Les Terrasses de la Chaudière, la Promenade du Portage, Hull, Québec.

Library

2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-4484

Public Examination Room

5th Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-2429

Information Services

5th Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-0313
Visual Ear: (819) 997-0423

Statistical Information Centre

2nd Floor
CRTC
Ottawa, Ontario
K1A 0N2
Telephone: (819) 997-4624

Regional Offices

The CRTC maintains four regional offices to establish the Commission's presence in the community. These offices provide a link between the Head Office and the licensees, provincial and municipal governments, local groups, and the public.

In addition to searching out areas needing new broadcasting services, and assessing existing services, the regional offices are available to provide general information and assistance to the public, applicants, interveners and licensees in the regions.

Atlantic Region

Director General
Canadian Radio-television and Telecommunications Commission
Barrington Tower, Room 428
Scotia Square
Halifax, Nova Scotia
B3J 2A8
Telephone: (902) 426-7997

Québec Region

Director General
Canadian Radio-television and Telecommunications Commission
Complex Guy Favreau, East Tower
200 Dorchester Boulevard West
6th Floor
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-6607

Midwest Region

Director General
Canadian Radio-television and Telecommunications Commission
Kensington Building
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-6306

Pacific Region

Director General
Canadian Radio-television and Telecommunications Commission
701 West Georgia Street
Suite 1130
Box 10105
Vancouver, British Columbia
V7Y 1C6
Telephone: (604) 666-2111

Major Publications

The CRTC's publications are listed in its Annual Report. They are either priced, that is, available from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, Quebec, K1A 0S9, or a bookseller dealing in government documents, for the price indicated next to the title; or available free of charge from the CRTC Information Services, Ottawa, K1A 0N2.

Glossary of Key Terms

Broadcasting — any radio communication in which the transmissions are intended for direct reception by the general public

Radio communication — any transmission, emission or reception of signs, signals, writing, images, sounds, or intelligence of any nature, by means of electromagnetic waves of frequencies lower than 3,000 Giga-cycles per second, propagated through space without artificial guide

Telecommunications — any transmission, emission or reception of signs, signals, writing, images, sounds, or intelligence of any nature, by wire, radio, visual or other electromagnetic system

Intervention — a written statement submitted by any person (intervener) who is interested in any application for the purpose of supporting, opposing or modifying it

Tariff — any publication containing rates, charges, rules, regulations, conditions, specifications or requirements related in any way to the furnishing of telecommunications services or facilities, to any person, by a regulated company

Access Procedures

All requests made to the CRTC under the *Access to Information Act* should be addressed to

Access to Information and Privacy Co-ordinator
Canadian Radio-television and Telecommunications Commission
Central Building, 7th Floor
Les Terrasses de la Chaudière
1 Promenade du Portage
Hull, Québec
K1A 0N2
Telephone: (819) 994-5366

Broadcasting Directorate

The directorate is responsible for carrying out the work of the Commission in all matters relating to the broadcasting industry.

Broadcast Operations Branch

The branch is comprised of six units. The five regional units (Atlantic, Québec, Ontario, Prairies and Pacific and Northern) gather and analyze the information needed to issue, deny, amend, renew or revoke licences for a particular region. Applications are analyzed by specialists from various disciplines to ensure that policies are being addressed. In particular, broadcast programming proposals are reviewed and assessed for compliance with CRTC content and format regulations. The sixth unit, Financial and Corporate Affairs, assesses the financial, economic, and ownership aspects of these proposals. It also determines suitable cable television subscription rates.

Broadcast Policy Planning and Analysis Branch

The branch is responsible for exploring issues raised by programming policy and practice, for carrying out surveys among audiences, broadcasters and programmers, and for carrying out research that helps develop policies and regulations that affect programming on television, radio and cable community channels.

The branch advises the Commission on some operational aspects of the broadcasting industry, its policies and regulations. Issues may be studied by representations from the industry, the public, other agencies, or by the Commission's monitoring of the broadcasting system. This research helps to develop plans for new and alternative services to under-served regions of Canada, and it helps to develop suitable rate structures for cable television systems. The branch represents the Commission on interdepartmental and international committees concerned with broadcasting. It also assists the Commission in determining future broadcasting priorities and plans.

Broadcast Operations Branch

This branch oversees the processing of broadcasting and cable applications and is responsible for the co-ordination of the overall licensing function of the Commission. It also performs monitoring and assessment tasks associated with advertising broadcast in Canada, ensures compliance with and enforcement of general programming regulations (such as Canadian content regulations) and individual performance promises made by television and radio stations.

Commission Secretariat

This is the official point of contact between the Commission and the public. The secretariat co-ordinates Commission activities. Its secretary general accepts or rejects submissions on behalf of the Commission and releases CRTC public hearing schedules. The secretariat co-ordinates and prepares the minutes for these meetings. It is responsible for the Commission's procedures and for administering activities according to the broadcasting rules of procedures. The secretariat is also responsible for operations within Information Services and regional offices.

Corporate Management Directorate

The directorate supervises the overall organization, management and central operations of the Commission. It also handles administrative tasks for Information Services.

Corporate Information

The unit is responsible for the collection and dissemination of statistical and descriptive information of general interest to the Commission. It maintains an information inventory of both internal and external sources, and serves as a liaison with external bodies to encourage the exchange of useful information in the domains of broadcasting and telecommunications, and communications in general. It also co-ordinates all electronic data processing in the Commission.

Finance and Management Services Branch

This branch provides financial, program planning, management, and administrative services to ensure the most effective operation of the Commission and the most cost-effective and efficient development and use of new services and facilities. It collects broadcast licence fees and helps to formulate licence fee regulations.

Personnel Branch

The branch advises the Chairman and branch directors on all spects of personnel and special program administration, such as Affirmative Action.

Corporate Planning Co-ordination and Review Branch

This branch contributes to the annual estimates, performs internal audits (financial, compliance, operational), and it evaluates program effectiveness. It also studies and reviews regulatory reform.

Administration and Special Services Branch

The branch provides a technical plant, and registrar and graphic services in order to monitor broadcasts.

Telecommunications Directorate

The primary concern of this directorate is the regulation of telecommunications carriers under federal jurisdiction. It ascertains that rates are just and reasonable and that services and facilities are offered under proper conditions - without discrimination, undue preference or advantage. The three branches under the directorate assess tariffs and agreements filed for approval by carriers; assist the Commission in the development of regulatory policies, decisions and orders; and identify and analyze regulatory issues stemming from individual applications or major hearings.

Economic and Social Analysis Branch

This branch analyzes individual tariffs, service cost, market structure; major regulatory issues, service quality and the social and economic effects of rate increases. Technical analysis is provided when assessing the carriers' construction programs and the depreciation, renewal and amortization of their equipment. It also offers technological advice.

Financial Analysis Branch

This branch is concerned with the financial aspects of rate regulation and the carriers corporate activities; statistical analysis; accounting; and auditing carrier activities.

Operations Branch

This branch plans and co-ordinates telecommunications staff agendas; receives and schedules applications; advises on proper procedure to applicants; and formulates, drafts and edits public notices, orders and decisions issued by the Commission. The branch is responsible for subscriber complaints and enquiries.

Legal Directorate

The CRTC's general counsel and staff provide legal services to the Commission concerning the interpretation and implementation of the *CRTC Act*, and *Broadcasting Act*, the various acts on telecommunications, statutory instruments made pursuant to these acts, and the related federal and provincial legislation. Counsels advise the Commission of the legal implications of policy matters, conduct questioning, and advise on procedural matters at public hearings. They also make recommendations and carry out legal proceedings instituted by or against the Commission.

Classes of Records

CRT/BRO-005 *Formerly Identified as:* CRTC-10
Canadian Program Recognition
Description: Information on the recognition by CRTC of programs considered to be Canadian in content. *Topics:* Canadian content analysis; Canadian talent reports from media; programming production; program categories. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRT/BRO-010 *Formerly Identified as:* CRTC-20
Political (Economic) Broadcasts
Description: Information on political broadcasting. *Topics:* Reports on political broadcasting; election summary reports; correspondence on the coverage of political issues on radio and television. *Retrievability:* Files arranged by date of broadcast.

CRT/BRO-015 *Formerly Identified as:* CRTC-50
Advertising Content
Description: Information on the content of advertising on radio and television. *Topics:* Complaints; program logs; Canadian content questionnaires; compliance with policies and regulation; pre-clearance of scripts; production houses; particular types of advertising — political, religious, advocacy, feminine hygiene. *Retrievability:* Files arranged by subject or licensee organization. *Storage Media:* Paper and computer tapes for programming logs.

CRT/BRO-020 *Formerly Identified as:* CRTC-60
Policy Evaluation and Regulation Development
Description: Information on the development and evaluation of CRTC policies and regulations in the areas of broadcasting and cable television. *Topics:* Television regulations; radio regulations; FM policy; cable regulations; Canadian content; Canadian programming production; pay television; religious broadcasting; sports broadcasting; balance in programming; copyright; other policy issues of concern in the Commission. *Retrievability:* Files arranged by subject or by licensee.

CRT/BRO-025 *Formerly Identified as:* CRTC-80
Ownership of Broadcasting Undertakings
Description: Information on the ownership history of radio, televison and cable television undertakings. *Topics:* Principal shareholders and holdings; control; multiple ownership; administrators and executives; and security companies. *Retrievability:* Files arranged by licensee.

CRT/BRO-030 *Formerly Identified as:* CRTC-90
Technical Briefs
Description: Technical information supplied to the Commission in the form of engineering briefs concerning the establishment of new, or modification to existing, radio and television stations. *Topics:* Applicant, station identification; location of transmitter; population and households covered by signal; channel frequency and power; signal interference; other relevant engineering data. *Retrievability:* Files arranged by medium and location.

CRT/BRO-035 *Formerly Identified as:* CRTC-100
Economics and Marketing
Description: Marketing analyses of communities to assess the economic viability of new broadcasting undertakings in these communities. *Topics:* Demographics, audience statistics; financial and technical statistics on licensed stations in area; marketing analysis. *Retrievability:* Files arranged by location of community.

CRT/SEC-040 *Formerly Identified as:* CRTC-30
Processing of Applications
Description: Information on broadcasting and cable applications. *Topics:* Public hearing decisions, notices; programming evaluations; program schedules; media visit reports. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

CRT/SEC-045 *Formerly Identified as:* CRTC-40
Correspondence on Programming
Description: Correspondence on programming between broadcasters, cable operators, the public and the Commission. *Topics:* Complaints, program schedules; applications, equipment surveys; community programming on cable; correspondence on programming in general. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRT/SEC-050 *Formerly Identified as:* CRTC-170
Interventions
Description: Information on interventions received by the CRTC to support, oppose or modify an application. *Topics:* Name, address and telephone number of intervener (or his agent); text of intervention; and related correspondence. *Retrievability:* Files arranged by applicant name or by data and location of public hearing.

CRT/SEC-055 *Formerly Identified as:* CRTC-180
Broadcasting Decisions
Description: Complete computerized index of all applications to the CRTC; also broadcasting and cable decisions. *Retrievability:* Files arranged by decision number, licensee name, public hearing location.

CRT/SEC-060 *Formerly Identified as:* CRTC-300
Intergovernmental Affairs
Description: Correspondence between CRTC and other federal and provincial government departments. *Topics:* Cable matters; telecommunications information; common carriers; official languages. *Retrievability:* Files arranged by government department.

CRT/COR-065 *Formerly Identified as:* CRTC-70
Financial and Operating Statistics and Licensees
Description: Financial information and other operating statistics submitted on an annual basis by licensees in forms known as Annual Returns, collected under the *Statistics Act*. *Topics:* Ownership; management officers; income statements — revenues, expenses and profits; balance sheets; assets; depreciation; debt and equity securities; monthly cable rates and installation charges; subscriber counts and operating statistics on cable television. *Retrievability:* Files arranged by call sign and medium.

CRT/COR-070 *Formerly Identified as:* CRTC-150
Research Grants and Contributions
Description: Information on applications for research grants and contributions. *Topics:* Name and address of applicant; outline of objectives of project; operational plan for carrying out the project; breakdown of total resources required; other sources of funding; period over which project extends; ultimate benefits to be derived from the project; referee report prepared by a research branch member.

CRT/COR-075 *Formerly Identified as:* CRTC-160
Research Documentation
Description: Documentation on broadcasting and telecommunications. *Topics:* Acts of Parliament; advertising; air of death; annual reports; audience analysis; bibliography; British Broadcasting Corporation (BBC); broadcasting; Bureau of Broadcast Measurement (BBM); cable; Canadian Broadcasting Corporation (CBC); Canadian content; Canadian culture; CRTC; children; cinema; communications; community stations; consumerism; content analysis, content hearings; educational television; U.S. Federal Communications Commission (FCC); fiction; Frye, Northrop; Grierson, J.; history of broadcasting; Innis, H.A.; leisure; "Market Facts"; miscellaneous monitoring; multiculturalism; music and record industry; National Film Board (NFB); Ontario Educational Communications Authority (OECA); Ontario Institute for Studies in Education (OISE); pay TV; policy; population; press; printing; production industry; program types; radio; reference; satellites; senior citizens; sociology; speeches; Spry, G.; systems; technology; telecommunications; television; Television Assessment Program (TAP); video production; violence and women. *Retrievability:* Files arranged by author's name and subject matter. *Storage Medium:* Video tapes.

CRT/COR-080 *Formerly Identified as:* CRTC-200
Commission Proceedings
Description: Information on Commission proceedings dealing with broadcasting and telecommunication matters. *Topics:* Public notices; public announcements; decisions; circular letters; telecommunications orders; and public hearing transcripts. *Retrievability:* Files arranged by applicant, date, and location of public hearing. *Storage Medium:* Public hearing transcripts available on microfilm.

CRT/COR-085 *Formerly Identified as:* CRTC-210
Statistical Information
Description: Information on all aspects of broadcasting and telecommunications in Canada. *Topics:* AM and FM radio; television and cable television; advertising; licensing; programming; pay television; telephone services; telecommunications carriers; communications satellites; demographics.

CRT/COR-090 *Formerly Identified as:* CRTC-290
Regulations and Policies
Description: Information on policy issues, regulations and rules of procedure. *Topics:* Ownership policy; amendments to regulations; interpretation of regulations.

CRT/COR-095 *Formerly Identified as:* CRTC-310
Broadcasting and Cable Industry Statistics
Description: Financial and operational statistics on the broadcasting and cable industries. *Topics:* Financial and operational data — radio, television and cable undertakings. *Retrievability:* Files arranged by licensee, location and year. *Storage Medium:* Computer.

CRT/COR-100 *Formerly Identified as:* CRTC-320
Broadcasting Technical Database
Description: Technical information on operating television and radio stations. *Topics:* Coverage areas; frequency; power; other technical parameters. *Retrievability:* Files arranged by location and licensee. *Storage Medium:* Computer.

CRT/COR-105 *Formerly Identified as:* CRTC-330
Television Program Logs
Description: Information on television program logs. *Topics:* Origin of program; category of program; other data obtained from station logs. *Retrievability:* Files arranged by station and year. *Storage Medium:* Computer.

CRT/COR-110 *Formerly Identified as:* CRTC-340
Licensing, Planning and Control Database
Description: Information on the processing of applications, scheduling of public hearings and licensed radio, television and cable undertakings. *Topics:* Licensees, applications, decisions, public hearings. *Retrievability:* Files arranged by public hearing date, location, applicant, type of application and date in the case of processing of applications; licensee information retrievable by location, name, decision number, expiry date, public hearing, language, program source, network affiliation; public hearing information filed by date and location. *Storage Medium:* Computer.

CRT/COR-115 *Formerly Identified as:* CRTC-350
Telecommunications Database
Description: Financial and operating statistics on federally regulated telecommunications carriers. *Topics:* Financial summaries; operating statistics; construction programs; other relevant information filed with the Commission by common carriers. *Retrievability:* Files arranged by carrier and year. *Storage Medium:* Computer.

CRT/TEL-120 *Formerly Identified as:* CRTC-110
Enquiries and Complaints
Description: Enquiries and complaints dealing with services provided by federally regulated telecommunications carriers. *Topics:* Quality of telephone service; construction programs. *Retrievability:* Files arranged by telecommunications carrier or complainant.

CRT/TEL-125 *Formerly Identified as:* CRTC-120
Applications
Description: Information on telecommunications proceedings from the application to the final decision. *Topics:* Applications; interventions; interrogatories; public hearing transcripts; exhibits; public notices; decisions. *Retrievability:* Files arranged by applicant and date and location of public hearing.

CRT/TEL-130 *Formerly Identified as:* CRTC-130
Correspondence on Telecommunications Regulations
Description: Correspondence and agreements between the regulatory agencies and independent telephone companies and other telecommunications carriers. *Topics:* Tariff agreements; general regulations; related correspondence. *Retrievability:* Files arranged by carrier or company.

CRT/TEL-135 *Formerly Identified as:* CRTC-140
Tariff Applications
Description: Information on tariff applications by federally regulated telecommunications common carriers. *Topics:* Tariff applications; rates; new tariff items and revisions. *Retrievability:* Files arranged by carrier.

CRT/LEG-140 *Formerly Identified as:* CRTC-240
Legal Correspondence on Broadcasting
Description: Information on legal issues involving correspondence between a licensee and the CRTC, as well as advice given to the licensing branch on legal matters. *Topics:* Complaints; share transfers; regulation; commercial deletion and substitution; non-compliance. *Retrievability:* Files arranged by medium and licensee name.

CRT/LEG-145 *Formerly Identified as:* CRTC-250
Legal Advice on Broadcasting Issues
Description: Information on internal legal advice on major issues of concern to the Commission in the area of broadcasting. *Topics:* Educational broadcasting; political broadcasts; multilingual and religious broadcasting; communications satellites; pay television; balance in programming; unauthorized broadcasting; obscenity.

CRT/LEG-150 *Formerly Identified as:* CRTC-260
Advertising Practices
Description: Information on media advertising practices that contravene CRTC policy and regulations. *Topics:* Children's advertising; food and drugs; balanced programming; feminine hygiene; commercial production; beer, wine and cider advertising.

CRT/LEG-155 *Formerly Identified as:* CRTC-270
Prosecution Cases
Description: Case documentation, court documents and correspondence during litigation. *Topics:* Canadian content violations; unlicensed systems; excessive commercialism; offensive programming; and other violations of regulations. *Retrievability:* Files arranged by licensee.

CRT/LEG-160 *Formerly Identified as:* CRTC-280
Telecommunications Issues
Description: Information on legal issues involving federally regulated telecommunications carriers. *Topics:* Rates; tariffs; packet switching services; interconnection; equity issues; toll sharing; agreements. *Retrievability:* Files arranged by telecommunications common carrier.

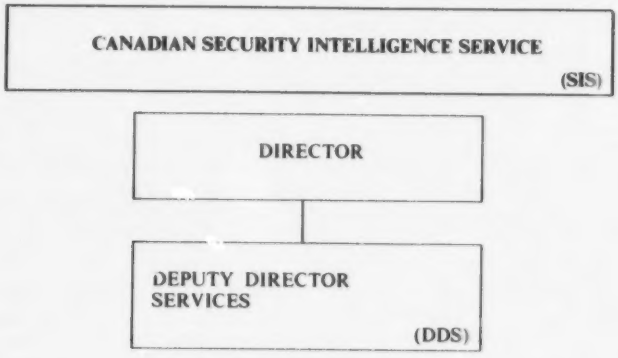
Deleted Class of Records

CRTC-220 Inquiries

CANADIAN SECURITY INTELLIGENCE SERVICE

Chapter 27

CANADIAN SECURITY INTELLIGENCE SERVICE



005 Security Assessments
010 Counter-intelligence, Counter-terrorism, Counter-subversion
015 Communications Security
020 Sources of Information
025 Internal Security
030 Scientific, Technical and Operational Support
035 Policy and Research — Access to Information and Privacy Acts
040 Corporate Planning

THE DIRECTOR
CANADIAN SECURITY
INTELLIGENCE SERVICE
P.O. BOX 9732
STATION TERMINAL
1200 ALTA VISTA DRIVE
OTTAWA, ONTARIO
K1G 4G4
ATTENTION: DEPARTMENTAL
ACCESS CO-ORDINATOR

CANADIAN SECURITY INTELLIGENCE SERVICE

Background

The Canadian Security Intelligence Service (CSIS) became a government institution on July 16, 1984, with the proclamation of relevant portions of the *Canadian Security Intelligence Service Act*. Formerly, some of its functions were carried out by the Royal Canadian Mounted Police (Security Service). In accordance with the *Canadian Security Intelligence Service Act*, the director, under the direction of the Minister, has the control and management of the Service and all matters connected therewith.

Overall Responsibilities

The Canadian Security Intelligence Service operates pursuant to the *Canadian Security Intelligence Service Act*. It collects, analyzes and retains information and intelligence respecting activities that may, on reasonable grounds, be suspected of constituting threats to the security of Canada, and reports to and advises the Government of Canada in relation to these matters.

The Service also plays a role in providing security assessments to departments of the Government of Canada (as described in Cabinet Directive 35 dated December 18, 1963) and may provide security assessments to the government of a province or any department thereof; to any police force in a province; to the government of a foreign state or institution thereof; or to an international organization of states or institutions thereof. As well, the CSIS may advise any Minister of the Crown on matters relating to the security of Canada, or provide any Minister of the Crown with information relating to security matters or criminal activities which may be relevant to the exercise of any power or the performance of any duty or function by that Minister under the *Citizenship Act* or the *Immigration Act, 1976*. It may also conduct such investigations as are necessary in order to provide security assessments or advice to ministers.

Further, the Service may, in relation to the defence of Canada or the conduct of international affairs, assist the Minister of National Defence or the Secretary of State for External Affairs, within Canada, in the collection of information or intelligence relating to the capabilities, intentions or activities of any foreign state or group of foreign states or any person other than a Canadian citizen or permanent resident, or corporation.

The Canadian Security Intelligence Service maintains its headquarters in the National Capital Region.

General Enquiries

Individuals wishing to make general enquiries on CSIS, when actual records are not required, are requested to contact

Canadian Security Intelligence Service
Liaison Offices
Telephone: (613) 993-9620

Publications

Manuals

- Administration Manual
- Operational Manual
- Personnel Administration Manual

Because CSIS was created on July 16, 1984, most functions of the Service will be guided by RCMP manuals until new ones are created.

Subsidiary Manuals

- Immigration Manual
- Communications Security Handbook
- Technical Aids, Policy and Procedures

Access Procedures

Applicants should note that information previously held by the RCMP Security Service has been substantially transferred to the control of CSIS. Information holdings on all classes of records are within the functional activity of the Deputy Director, Services.

Enquiries and access requests should be addressed to

The Director
Canadian Security Intelligence Service
P.O. Box 9732
Station Terminal
1200 Alta Vista Drive
Ottawa, Ontario
K1G 4G4

Attention: Departmental Access Co-ordinator
Telephone: (613) 993-1159

Classes of Records

SIS/DDS-005 *Formerly Identified as:* SIS-010 (B)
Security Assessments
Description: Information on matters affecting the administration, policy, statistics and management functions regarding security assessment programs, authorized by Section 13 of the *Canadian Security Intelligence Service Act* and Cabinet Directive 35, conducted by the Service. This includes policy development, research, and statistics relating to the program where an appraisal is made of an individual's loyalty to Canada and insofar as it is related, of the reliability of that individual; arrangements with the government of a province or a department thereof, or any police force in a province to provide security assessments; arrangements with the government of a foreign state, international organization of states or any institution thereof to provide security assessments. Information is also held in respect to policy and procedures to provide advice for citizenship and immigration programs in accordance with Section 14 of the *Canadian Security Intelligence Service Act*. *Topics:* Policy development, co-operation and liaison with government agencies (domestic and foreign). *Retrievability:* Files are arranged by topic. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-010 *Formerly Identified as:* SIS-020 (B)
Counter-intelligence, Counter-terrorism, Counter-subversion
Description: Information on past, current, and projected threats to the security of Canada as defined in the *Canadian Security Intelligence Service Act;* briefly, espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert lawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. *Topics:* Organizations and groups engaged in the above activities, threat assessments, emergency measures and contingency plans. *Retrievability:* By topic, group or organization. *Storage Media:* Hardcopy, EDP or microfiche.

SIS/DDS-015 *Formerly Identified as:* SIS-030 (B)
Communications Security
Description: Information on the evaluation and need for secure communications and the selection, installation and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other

government departments and countries; acquisition, installation, and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communication security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; and Comsec Policy and Guidelines. *Retrievability:* Files are arranged by activity, program or project.

SIS/DDS-020 *Formerly Identified as:* SIS-040 (B)
Sources of Information
Description: Information on the administration, policy and management functions of all human source operations. *Topics:* Policy development and management of sources. *Retrievability:* Accessible by topic. *Storage Media:* Hardcopy, microfiche or EDP systems.

SIS/DDS-025 *Formerly Identified as:* SIS-050 (B)
Internal Security
Description: Information on all aspects of administering a security program, including management, supervision, co-ordination and audit of personnel and physical security programs to ensure that standards are established and maintained. *Topics:* Policy; security reports; statistics; security surveys; security briefings; personal and property security; investigations and breaches of security. *Retrievability:* Files arranged by topic. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-030 *Formerly Identified as:* SIS-060 (B)
Scientific, Technical and Operational Support
Description: Information on matters affecting the administration, policy, statistics and management functions regarding technical, electronic and telecommunications support to CSIS investigations, through the provision of equipment and expertise in the field of audio, visual or physical surveillance, and also the voice identification program. *Topics:* Research, development and acquisition of technical equipment; voice identification analysis and multilingual translation services; the procedures and documentation necessary to the obtaining of warrants, pursuant to Section 16 of the *Official Secrets Act* and Section 21 of the *Canadian Security Intelligence Service Act*, to lawfully intercept communications. There may be limited information regarding security engineering and security systems. *Retrievability:* Files are arranged by project or topic. *Storage Media:* Microfilm, hardcopy and EDP systems.

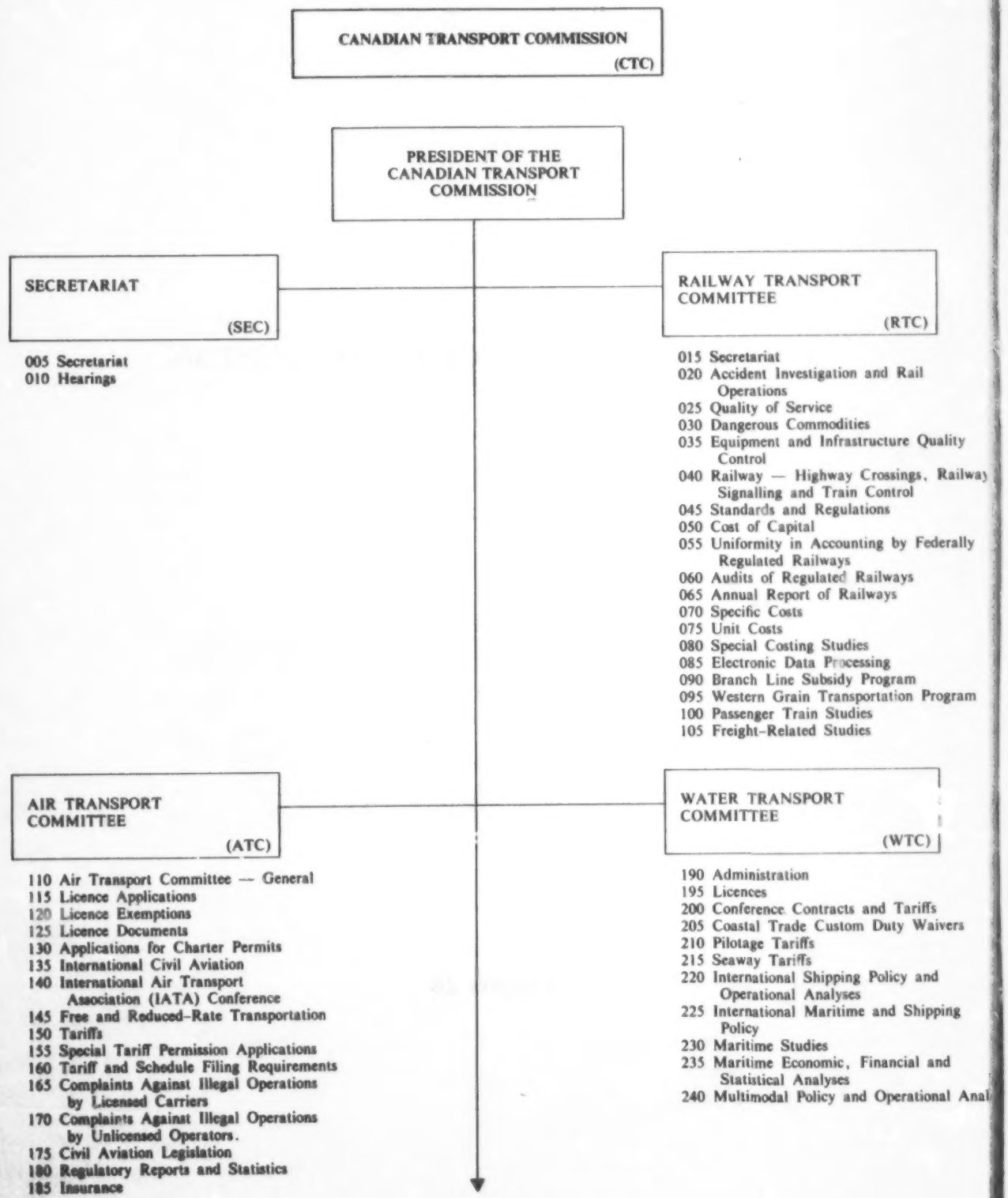
SIS/DDS-035 *Formerly Identified as:* SIS-070 (B)
Policy and Research — Access to Information and Privacy Acts
Description: Information on policy and research for existing and proposed legislation in the areas of record collection, use, disclosures and exemptions. *Topics:* Access to Information and Privacy Acts (Chapter 111, the Revised Statutes of Canada); general correspondence; foreign and provincial privacy and access legislation; liaison with other government institutions; and statistics. *Retrievability:* Records are held by subject matter. *Storage Medium:* Hardcopy.

SIS/DDS-040 *Formerly Identified as:* SIS-080 (B)
Corporate Planning
Description: Information on matters relating to policy planning and co-ordination of CSIS activities prepared for the director and senior management. *Topics:* Planning and accountability reporting of CSIS activities; briefing for CSIS meetings held internally, interdepartmentally and internationally; ministerial correspondence; Housebook cards; special projects and correspondence as required by the director; creation and amendment to CSIS policy and directives. *Retrievability:* Records are held by subject matter. *Storage Media:* Hardcopy and/or EDP systems.

CANADIAN TRANSPORT COMMISSION

Chapter 28

CANADIAN TRANSPORT COMMISSION


CANADIAN TRANSPORT COMMISSION
(CTC)
PRESIDENT OF THE CANADIAN TRANSPORT COMMISSION
SECRETARIAT
(SEC)
005 Secretariat
010 Hearings
RAILWAY TRANSPORT COMMITTEE
(RTC)
015 Secretariat
020 Accident Investigation and Rail Operations
025 Quality of Service
030 Dangerous Commodities
035 Equipment and Infrastructure Quality Control
040 Railway — Highway Crossings, Railway Signalling and Train Control
045 Standards and Regulations
050 Cost of Capital
055 Uniformity in Accounting by Federally Regulated Railways
060 Audits of Regulated Railways
065 Annual Report of Railways
070 Specific Costs
075 Unit Costs
080 Special Costing Studies
085 Electronic Data Processing
090 Branch Line Subsidy Program
095 Western Grain Transportation Program
100 Passenger Train Studies
105 Freight-Related Studies
AIR TRANSPORT COMMITTEE
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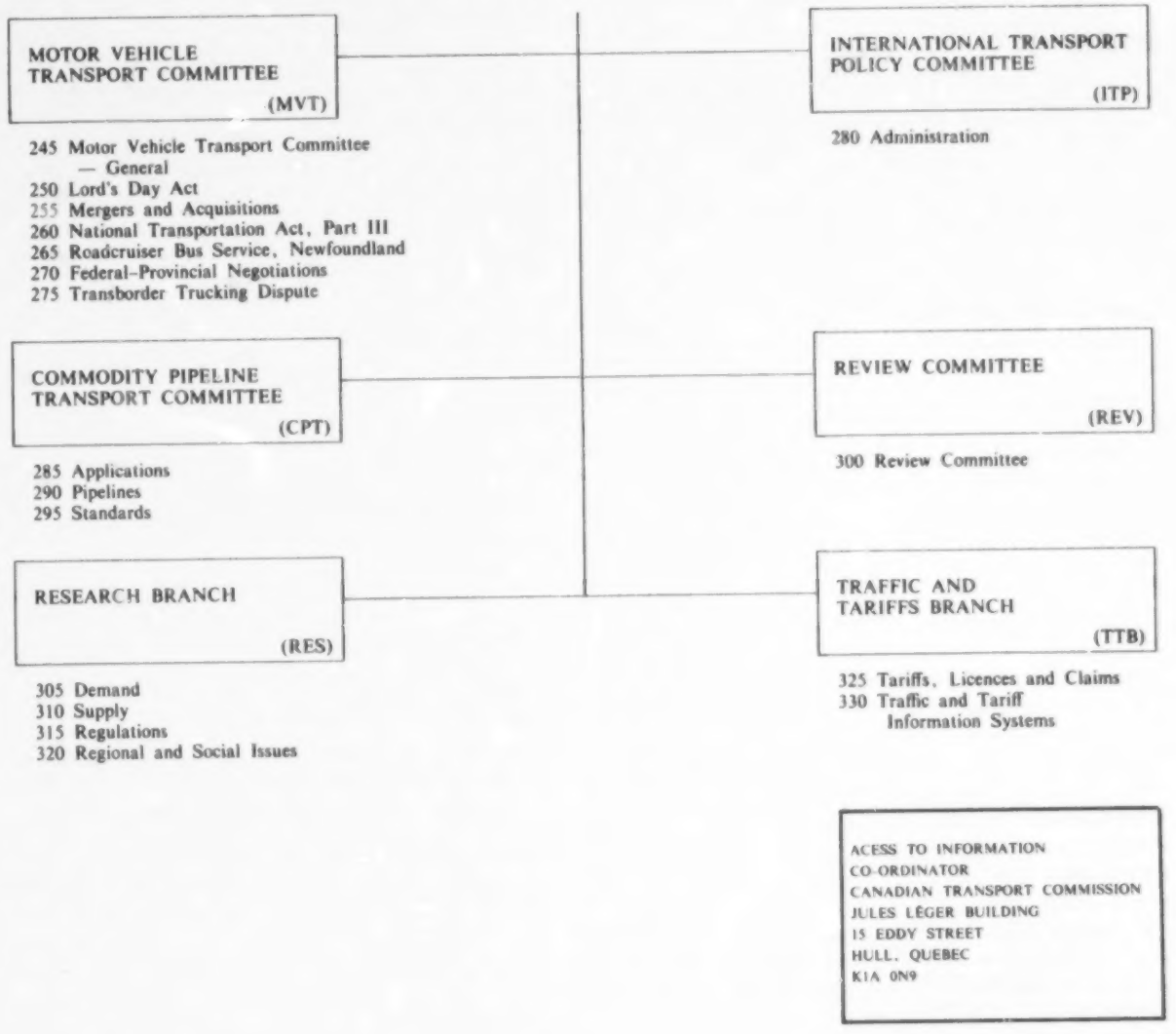
110 Air Transport Committee — General
115 Licence Applications
120 Licence Exemptions
125 Licence Documents
130 Applications for Charter Permits
135 International Civil Aviation
140 International Air Transport Association (IATA) Conference
145 Free and Reduced-Rate Transportation
150 Tariffs
155 Special Tariff Permission Applications
160 Tariff and Schedule Filing Requirements
165 Complaints Against Illegal Operations by Licensed Carriers
170 Complaints Against Illegal Operations by Unlicensed Operators.
175 Civil Aviation Legislation
180 Regulatory Reports and Statistics
185 Insurance
WATER TRANSPORT COMMITTEE
(WTC)
190 Administration
195 Licences
200 Conference Contracts and Tariffs
205 Coastal Trade Custom Duty Waivers
210 Pilotage Tariffs
215 Seaway Tariffs
220 International Shipping Policy and Operational Analyses
225 International Maritime and Shipping Policy
230 Maritime Studies
235 Maritime Economic, Financial and Statistical Analyses
240 Multimodal Policy and Operational Anal

CANADIAN TRANSPORT COMMISSION



CANADIAN TRANSPORT COMMISSION

Background

The Canadian Transport Commission (CTC) regulates transportation in Canada that is under federal jurisdiction. Established by the *National Transportation Act* on September 19, 1967, it succeeded and absorbed the Board of Transport Commissioners for Canada, the Air Transport Board, and the Canadian Maritime Commission. In accordance with an earlier Cabinet decision, the Western Division was established in May 1979 in Saskatoon, Saskatchewan, to enable the Canadian Transport Commission to have a more visible presence in western Canada and to provide more direct access to and develop easier, more effective communication with the western community.

Laws and Regulations

- National Transportation Act
- Railway Act
- Aeronautics Act
- Transport Act
- Canadian National Railway Act
- Government Railway Act
- Maritime Freight Rates Act
- National Energy Board Act
- St. Lawrence Seaway Authority Act
- Ferries Act
- Shipping Conferences Exemption Act, 1979
- Pilotage Act
- Atlantic Region Freight Assistance Act
- Railway Relocation and Crossing Act
- Energy Supply Emergency Act
- Canada Shipping Act
- Transportation of Dangerous Goods Act
- Safe Containers Convention Act
- Western Grain Transportation Act
- CTC General Rules
- Air Carrier Regulations
- Pilotage Authority — Tariff Regulations
- Atlantic Regional Special Transportation Assistance Regulations
- Atlantic Region Special Selective and Provisional Assistance Regulations and Amendments
- Coasting Trade Exemption Regulations
- Railway Regulations

Overall Responsibilities

The Canadian Transport Commission's objective is to promote the co-ordination and harmonious interaction of all operations by carriers engaged in transport under federal jurisdiction, through effective economic regulation, research and participation in policy development. With respect to rail transport, the Commission's objective is to foster the development of safety regulations consistent with the public interest.

The CTC performs all the functions vested in it by the *National Transportation Act*, the *Railway Act*, the *Aeronautics Act*, the *Transport Act*, and other statutes. It is a court of record, and its decisions, though binding, are subject to appeal to the Federal Court of Canada on questions of law or jurisdiction and, in other cases, to its own Review Committee, the Minister of Transport or the Governor-in-Council.

Organization

The Commission consists of a maximum of 17 commissioners, including a president, one vice-president responsible for law and the work of the committees, and one vice-president responsible for study and research programs. All are appointed by the Governor-in-Council.

The powers and duties of the Commission are assigned on the basis of committees and branches. There are seven committees, five of which regulate each of the different transport modes — air, rail, water, motor vehicle, and commodity pipeline. The sixth committee deals with review and appeals, while the seventh is concerned with international transport policy matters. The branches specialize in traffic and tariffs, research, and departmental administration.

General Information

Information on the different publications produced by the Canadian Transport Commission, major decisions issued and details on general Commission operations can be obtained by contacting

Canadian Transport Commission
Communications Branch
19th Floor
Jules Léger Building
15 Eddy Street
Hull, Québec
K1A 0N9
Telephone: (819) 997-0344

Major Publications

- Annual Report
- Orders and Decisions
- Research Reports on Major Studies
- Canadian Transport Commission Reports
- Air Carrier Regulations
- Commodity Flow Analysis: Domestic and Canada-U.S.

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Canadian Transport Commission
Jules Léger Building
15 Eddy Street
Hull, Québec
K1A 0N9
Telephone: (819) 994-2564

Secretariat

The Secretariat is responsible for duties as defined in Section 11 of the *National Transportation Act* and include among other things, keeping a record of all Commission proceedings and making sure that the regulations and orders of the Commission are duly drawn up, signed, sealed and filed.

It also ensures that pleadings before the Review Committee are properly serviced, prepares background material, communicates Committee decisions to concerned parties and takes minutes of meetings.

Hearing Processing Section

This section ensures that all necessary arrangements for conducting the Commission's public hearings and enquiries throughout Canada

are made, confirmed and communicated to the appropriate officers of the Commission.

Documents and Publications Processing Section

This section co-ordinates the printing and distribution of all Commission orders, decisions and special reports, as requested. Copies of orders and decisions can be obtained by contacting

Canadian Transport Commission
Documents and Publications Section
Jules Léger Building
15 Eddy Street
Hull, Québec
K1A 0N9
Telephone (819) 997-6393

Communications Branch

This section provides information on the different publications produced by the Canadian Transport Commission, including major decisions issued and details on general Commission operations and decision-making processes. It also edits the Commission's publications and co-ordinates the printing of documents.

Library

The library supports the information and research requirements of the Commission's staff, although its collection is available to the public for consultation by appointment. It also maintains a collection of monographs, serials, periodicals and microforms in the fields of law, economic regulation and transportation economics and statistics.

Western Division

The Western Division is responsible for carrying out the related regulatory and administrative functions vested in the Canadian Transport Commission by the appropriate federal statutes, along with specific programs and projects delegated by the respective modal committees, in that area of Canada from Thunder Bay, Ontario to Vancouver Island. Major areas of responsibility include the rail branch line rehabilitation program and abandonment matters, railway-highway crossings, licensing of commercial air services, specific accident investigations and traffic and tariff matters including complaints regarding common carrier obligations and freight rates published under the *Western Grain Transportation Act*.

The Western Division, with its headquarters in Saskatoon, provides a direct link between the Commission and local and provincial governments, industry, carriers, and the users of transportation in general in western Canada. The division also functions as the Commission's information resource centre in western Canada.

Railway Transport Committee

The Railway Transport Committee regulates rail transportation under the jurisdiction of the federal government pursuant to the *National Transportation Act*, the *Railway Act*, the *Railway Relocation and Crossing Act* and the *Western Grain Transportation Act*. The regulatory activities of the committee cover both technical and economic aspects of railway operations.

In the technical area, its major regulatory activity concerns rail safety under five broad categories: accident investigation; equipment and infrastructure quality control monitoring; regulation and compliance in the movement of dangerous commodities by rail; rail-highway crossings; and the development of standards. Its second major activity in the technical area is to ensure an adequate quality of service through the monitoring of passenger services, branch line abandonment applications, approval of new track construction, examination of applications for the consolidation of local stations and dealing with complaints put forward by freight shippers, railway passengers and railway labour organizations.

In the area of economic regulation, the committee is responsible for auditing the accounts of Canadian railways under federal jurisdiction; for the analysis and development of railway methods of costing; for the determination of subsidy payments under the *Railway Act;* and for auditing charges made by the railways to VIA Rail. The committee is also responsible for economic regulation of rail tariffs, but this is administered by the Commission's Traffic and Tariffs Branch.

Committee staff at headquarters is organized into three branches: technical regulation is carried out by the Operations Branch and the Engineering Branch. The Rail Economic Analysis Branch is responsible for the accounting, costing and subsidy activities. The committee has six regional offices in Moncton, Montréal, Toronto, Winnipeg, Calgary and Vancouver.

Operations Branch

This branch is responsible for four areas of technical regulation: accident investigation, dangerous commodities, quality of service and operations monitoring.

Manuals

- Program Procedures Manual — guidelines and procedures for use of branch officials

Engineering Branch

This branch is responsible for three areas of technical regulation: equipment and infrastructure quality control monitoring, railway-highway crossings, and standards and regulations.

Manuals

- Operating, Specification and Procedures Manuals — guidelines to municipalities and railways to assist in preparation of applications

Rail Economic Analysis Branch

This branch is responsible for railway accounting, costing, and the economics of specific services, including subsidy administration.

Manuals

- CN and CP Costing Manuals
- Internal Procedures Manuals
- Advance Payment Regulations
- Railway Costing Regulations

Air Transport Committee

Under the *National Transportation Act*, the Air Transport Committee administers Part II of the *Aeronautics Act* which concerns the economic regulation of commercial air services within, to and from Canada. The committee is responsible for licensing air carriers, ensuring that tariffs are just and reasonable, and investigating allegations of illegal commercial air service activities.

The committee formulates the Air Carrier Regulations, provides advice to the Minister on international air service agreements and conducts surveys or investigations at the request of the Minister or on its own initiative.

The consumers' interests are addressed in the analysis of applications for licences, in the assessment of tariffs, and in the investigation of complaints.

The staff of the committee is organized into six branches: the

Administration Branch, which includes the office of the executive director and the secretariat; the Regulatory Analysis Branch, comprising the audit, financial analysis, economic analysis, operational analysis and policy advisory divisions; the International Air Transport Branch; Enforcement Branch; Licensing Branch; and Tariffs Branch.

Manuals

- Distance manuals
- Airport codes and locations manual
- General information and instructions for applying for a licence to operate a Canadian commercial air service
- General guide for the preparation and filing by foreign applicants of applications to operate commercial air services and of applications for renewal, suspension, cancellation or amendment of licences
- Uniform System of Accounts for Commercial Air Carriers
- Directory of Canadian Commercial Air Services
- Administrative Procedures of the Air Transport Committee
- Instructions concerning the allocation of revenues and costs to routes
- Instructions concerning the allocation of revenues and costs to sub-systems
- International Air Transport Association (IATA) Manuals: IATA live animals regulations; ULD (Unit Lifting Device) technical manual; restricted articles regulations

Water Transport Committee

The functions of the Water Transport Committee are derived from the jurisdiction conveyed by the legislation described below. Because of its direct regulatory relationship and involvement with the industry and those it serves, the committee is also required, either by response to a request from the Minister or on its own initiative, to advise and contribute to the development of new or amended government policies.

Under the *Transport Act*, the committee issues or amends, upon application, annual licences to carriers proposing to provide services by water in the Mackenzie River and western Arctic regions and for the carriage of passengers and goods, other than in bulk, on the Great Lakes.

Under the *Shipping Conferences Exemption Act*, 1979, which exempts certain shipping conference practices from the provisions of the *Combines Investigation Act*, the committee is required to receive, verify, record and maintain for public scrutiny the large number of original or amended contracts, agreements and tariffs issued by the 44 conferences serving Canadian external trades, and to report to Parliament annually on its administration of the Act.

Under the terms of the current Coasting Trade Exemption Regulations, pursuant to Section 665 of the *Canada Shipping Act* and Section 22 (3)(b) of the *National Transportation Act*, the committee is required to advise the Minister of National Revenue when an application or an enquiry is received for an exemption from customs duties of a foreign flag vessel to be used in a Canadian coastal trade.

Under the *Pilotage Act*, the committee is required to hear appeals against amendments to tariffs approved and published by the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities.

Under the terms of Section 27 of the *National Transportation Act*, the committee, upon receipt of an objection submitted in response to a public notice, is required to conduct an investigation, which may include a public hearing, of an acquisition by a company engaged in an aspect of water transportation subject to the jurisdiction of Parliament, or of the interest in a business or undertaking of any person whose principal business is transportation.

Under the terms of Section 22 and 23 of the *National Transportation Act*, the committee, on its own initiative or in response to requests from the Minister under Section 22 and in response to complaints or applications under Section 23, is required to conduct enquiries, investigations or studies into the wide variety of shipping matters that fall within or touch upon its regulatory purview and, under Section 22, to contribute to the development and presentation of government policy initiatives and the preparation of responses to the policy initiatives of other governments or international intergovernmental organizations.

Under the *St. Lawrence Seaway Authority Act*, the committee is required to consider complaints of unjust discrimination in tariffs, report its findings and receive for filing all tariffs and amendments published by the Authority.

Under Section 27 of the *Energy Supplies Emergency Act*, the committee can be required to order any Canadian ship to be used, when necessary, for emergency purposes, to ensure adequate supplies of energy products. Foreign-owned ships could also be used when no Canadian ship is available.

The committee is served by an executive director, a Secretariat and Administration Branch, a Merchant Shipping Branch, an International Maritime Transport Branch, and a Multimodal and Maritime Economics Branch.

Merchant Shipping Branch

This branch administers the licencing provisions of the *Transport Act*, conducts searches for suitable Canadian ships in response to entry applications from foreign ships into the coasting trades, and administers the *Shipping Conferences Exemption Act* and matters arising from the *Pilotage Act*.

International Maritime Transport Branch

This branch monitors the international shipping industry. It analyzes the economic impact of international multilateral and bilateral agreements and of developments in international shipping or Canadian shipping services.

Multimodal and Maritime Economics Branch

This branch provides economic and financial advice, including applications for licences under the *Transport Act* and foreign vessel entry into the coasting trade, enquiries relating to proposed acquisitons, and examination of proposed tariff changes under the *Pilotage Act* and the *Transport Act*.

Motor Vehicle Transport Committee

This committee is engaged in processing and ruling on applications from motor vehicle carriers for the transport of goods on Sundays as authorized by the *Lord's Day Act*. It also administers Section 27 of the *National Transportation Act* as it applies to the acquisition of bus or truck companies by any other companies subject to the jurisdiction of the Parliament of Canada. The Supreme Court of Canada has declared (April 24, 1985) that the *Lord's Day Act* has no force and effect. Until further notice, the committee will no longer issue Lord's Day authorizations.

Part III of the *National Transportation Act* establishes direct federal regulation of extra-provincial commercial motor transport. This part was proclaimed by the Governor-in-Council in 1970. It is not in effect, except for the CN Roadcruiser bus service in Newfoundland, which by Order-in-Council came under the jurisdiction of the committee in August, 1976.

In addition, the Traffic and Tariffs Branch of the Commission administers the *Atlantic Region Freight Assistance Act* on behalf of

the committee. Under this Act, subsidy payments are made to designated carriers for freight transported within and out of the Atlantic provinces. Common carrier truckers are included in this designation.

The committee comprises a single administrative branch, which includes the chairman, as chief executive officer, the executive director and the secretariat.

International Transport Policy Committee

Under the terms of the *National Transportation Act*, this committee is required to participate in the work of intergovernmental or international organizations; formulate or recommend policy; investigate, examine and report on the economic effects and requirements resulting from participation in or ratification of international agreements; consult with other departments or agencies of the Government of Canada; and participate in the negotiation of international agreements.

The committee is served by an executive director, a Secretariat and Administration Branch, the International Air Transport Branch of the Air Transport Committee, the International Water Transport Branch and Multimodal and Maritime Economics Branch of the Water Transport Committee.

Commodity Pipeline Transport Committee

The Commodity Pipeline Transport Committee has jurisdiction over all commodity pipelines that cross provincial, international or territorial borders, regardless of the pipelines' size or length. It draws its authority from Part II of the *National Transportation Act*. If the commodity pipeline also transports crude oil or natural gas, as defined in the *National Energy Board Act*, it is termed a "combined pipeline", and jurisdiction may be shared with the National Energy Board.

Under the law, the committee conducts its business mainly through the medium of public hearings. Its principal function is to deal with applications by commodity pipeline companies for a certificate of public convenience and necessity to construct and operate such a system; the acquisition or abandonment of commodity pipelines; the filing, disallowance, substitution or prescription of tariffs; and the resolution of related disputes and public interest matters. In addition, the committee makes standards, procedures, rules and regulations, under the provisions of the *National Transportation Act*, to facilitate the smooth and efficient conduct of its duties.

The committee also acts as an advisory and information source to other federal and provincial government departments and agencies, to industry and to the public in matters of the development, operations and statistics related to commodity pipelines.

Review Committee

This committee is responsible, pursuant to Section 63 of the *National Transportation Act*, for matters arising out of applications made for a review of a Commission order or decision, or when the Minister of Transport, on appeal from a decision or order, directs that a review be carried out.

The committee is made up of the chairmen of the modal committees, with the Commission vice-president as chairman. However, a committee member will refrain from sitting in review of a decision or order in which he or she participated earlier. The secretary of the Commission also acts as secretary to the Review Committee.

Research Branch

The role of this branch is to provide research support to the Commission and its committees, to respond to requests from Transport Canada, and to carry out relevant anticipatory studies as required under various provisions of the *National Transportation Act*. It is headed by an executive director and comprises four sections: freight studies, passenger transport studies, transport industries analysis, and economic and social research.

The freight studies section deals with movements of bulk commodities and agricultural products, primarily by rail and commodity pipelines. The passenger transport studies section specializes in airline research projects, international air transport, and passenger transport by other modes. The transport industries analysis section concentrates on marine economics, shipping issues, multimodal transport and trucking. Finally, the economic and social research section undertakes projects requiring professional expertise in economics, statistics and sociology and acts as a support group in these areas.

Traffic and Tariffs Branch

This branch reports to the vice-president of the Research Branch (and to modal committees on specific modal matters), and has the overall responsibility for traffic and tariff matters for road, rail and water under the *Transport Act*. In addition to its responsibility for the functions of the two divisions listed below, this branch consults with, provides advice to and works on joint projects with Transport Canada on potential and proposed dealings with rail freight and the Atlantic Region Subsidy Program.

Tariffs and Subsidies Control Division

This division ensures that all tariffs and tolls are compiled, issued and filed by carriers in accordance with the provisions of the *Railway Act*, the *Transport Act*, the *National Transportation Act* and the Canadian Transportation Commission Regulations. It administers the Atlantic Region Freight Assistance Program in accordance with the *Maritime Freight Rates Act* (MFRA) and the *Atlantic Region Freight Assistance Act* (ARFAA) and Regulations, and verifies claims on export grain and flour transportation under Section 272 of the *Railway Act*.

Traffic and Tariff Studies Division

This division conducts programs of investigation and analysis on statutory responsibilities, investigates and analyzes transportation matters that could be prejudicial to the public interest, and carries out economic studies of major issues affecting the transportation industry. In addition, it maintains a computerized rail and highway freight traffic database; publishes statistical reports of railway traffic flows; maintains a standard point location coding system; and investigates formal and informal complaints on passenger fares and railway freight rates, conditions of travel and carriage, and levels of rates and service.

EDP Systems

- Database of traffic statistics based on rail movements within Canada, and between Canada and the United States — printout formats, computer tape, annual summary
- Database of traffic statistics based on truck movements (Atlantic provinces)
- System of standard shipping points, jointly managed by the Traffic and Tariffs Branch and the Canadian Freight Association (CFA), but marketed by the CFA to users in Canada and the United States

Classes of Records

CTC/SEC-005 *Formerly Identified as:* CTC-10
Secretariat
Description: Amendments to regulations approved by the Commission; also ministerial correspondence, judgments of the Minister on appeal of CTC's decisions and orders as defined in the *National Transportation Act*, and Orders-in-Council affecting Commission activities.

CTC/SEC-010 *Formerly Identified as:* CTC-20
Hearings
Description: Transcripts of evidence, the verbatim written record of the Commission's public hearings and enquiries; exhibits, documents filed with the Commission during the public hearings and enquiries in support or rebuttal of oral evidence given by the witnesses; operating files, files used by the section on an ongoing basis regarding the arrangements of public hearings.

CTC/RTC-015 *Formerly Identified as:* CTC-50
Secretariat
Description: Information on Railway Transport Committee secretariat services. *Topics:* Orders-in-Council to appoint inspecting engineers; Agent's Book — list of railway company agents located in Ottawa; minutes of meetings; orders and decisions.

CTC/RTC-020 *Formerly Identified as:* CTC-60
Accident Investigation and Rail Operations
Description: Correspondence and reports on accidents involving railways under the jurisdiction of the CTC; also the handling and operation of trains. *Topics:* Accident reports; train operation monitoring reports; policy and special issue complaints; gateway inspections; and occupational safety and health for train employees.

CTC/RTC-025 *Formerly Identified as:* CTC-70
Quality of Service
Description: Correspondence, reports and information on the adequacy and quality of passenger train services and related facilities provided to the general public. *Topics:* Passenger train services and related facilities; rationalization of services — abandonment of lines, removal of agents and stations; complaints; policy and special issues.

CTC/RTC-030 *Formerly Identified as:* CTC-90
Dangerous Commodities
Description: Information on various aspects of transportation of regulated commodities involving federal, provincial and foreign governments and private industry. *Topics:* Accidents; chemicals; containers and packaging; explosives handling; bulk storage regulations and special permits.

CTC/RTC-035 *Formerly Identified as:* CTC-80
Equipment and Infrastructure Quality Control
Description: Correspondence, reports and information on branch activities in the assessment of railway rolling stock and the inspection and evaluation of the railway infrastructure. *Topics:* Railway rolling stock; track and right-of-way; bridges; policy and special issues; complaints.

CTC/RTC-040 *Formerly Identified as:* CTC-100
Railway-Highway Crossings, Railway Signalling and Train Control
Description: Information on railway-highway crossings, railway signalling and train control; includes guidelines and directives to the Canadian Transport Commission regional offices, to municipalities and to railways to assist in the preparation of applications for construction. *Topics:* Railway-highway crossings — applications for construction and modifications related to safety projects at railway-highway crossings, applications for grants, regional diagnostic reports on applications, recommendations, directives and guidelines, processing of grants, construction and modification plans; construction orders; railway signalling and train control — applications for the installation and modifications of train signal and control systems, investigation reports and recommendations, approval reports, construction and operating orders, directives.

CTC/RTC-045 *Formerly Identified as:* CTC-110
Standards and Regulations
Description: Information on the development of new and revised regulations aimed primarily at railway safety, which cover the operation, inspection and maintenance of rolling stock, heating and power boilers, railway pipe and wire crossings and crossings at grade, grade separations, warning devices at railway-highway crossings, block signals, railway traffic control signal systems, pipeline crossings, bridges over navigable waters, preparation of accounts for crossing qualification standards, occupational safety and health for train employees, radio communication and environmental protection. *Topics:* Ad hoc committee reports; CTC enquiries and public hearings; federal, provincial and municipal agencies; labour organizations; railway companies; Railway Safety Advisory Committee; regulations; standards; technical committee reporting to the Railway Safety Advisory Committee.

CTC/RTC-050 *Formerly Identified as:* CTC-120
Cost of Capital
Description: Confidential financial submissions of regulated railways that apply for cost-of-capital rates in accordance with the relevant sections of the *Railway Act* and the Railway Costing Regulations; also amendments to these regulations.

CTC/RTC-055 *Formerly Identified as:* CTC-140
Uniformity in Accounting by Federally Regulated Railways
Description: Information on a prescribed classification of railway accounts (Uniform Classification of Accounts) designed as the standard in gathering and providing a database for regulatory and other purposes. *Topics:* Provision, under the *Railway Act*, of an accounting manual; investigations into level of adherence and degree of uniformity; research and revision to accommodate changes in accounting standards, technology and utility.

CTC/RTC-060 *Formerly Identified as:* CTC-150
Audits of Regulated Railways
Description: Information on verification of the accuracy, uniformity and integrity of information provided to the Railway Transport Committee by regulated railways to ensure and secure compliance with the *Railway Act*, the *National Transportation Act* and regulations for which the committee is responsible. *Topics:* Railway accounting system permanent files; accounting systems Analysis Audit Manual; regular and special examination files; audit reports. *Retrievability:* Files arranged by railway company.

CTC/RTC-065 *Formerly Identified as:* CTC-160
Annual Report of Railways
Description: Statistical and financial information on a particular railway, its assets, liabilities, capitalization, revenues, working expenditures and traffic. *Topics:* General corporate information; financial information on rail operations; supplementary financial information; unit information on property; statistical information on rail operations; supplementary statistical information.

CTC/RTC-070 *Formerly Identified as:* CTC-170
Specific Costs
Description: Information on the determination of railway specific costs, including railway and CTC costing information, documentation and associated working papers. *Topics:* Class I railway specific costs; Class II railway specific costs; CN-VIA and CP-VIA specific costs; specific costs by railway and function; specific cost procedure manuals; actual specific cost determinations — working papers by railway and function; audit records of railway billings to VIA Rail Canada Inc.

CTC/RTC-075 *Formerly Identified as:* CTC-180
Unit Costs
Description: Information on the determination of railway unit costs; also railway and CTC information and documentation pertaining to CTC responsibilities and duties under various sections of the *Railway Act*. *Topics:* Class I railway unit costs, by railway; Class II railway unit costs, by railway; verification procedure manuals, by railway; costing manuals, by railway; railway and CTC unit cost working papers, by railway and function; railway price level indices.

CTC/RTC-080 *Formerly Identified as:* CTC-190
Special Costing Studies
Description: Special costing studies initiated both within and outside the CTC, either by federal government requirements or by independent agencies and consulting groups. *Topics:* Working papers; consultants' reports, drafts, recommendations; railway working papers and submissions; government policy and special issues related to railway operations; special costing studies arising from the incorporation of VIA Rail Canada, Inc.

CTC/RTC-085 *Formerly Identified as:* CTC-200
Electronic Data Processing (EDP)
Description: Railway costing databases; railway subsidy payments databases; railway safety and accident databases; CTC programs and documentation for all branch EDP activities; systems manual for all branch EDP operations; security documentation for EDP activities; EDP documentation for report publications.

CTC/RTC-090 *Formerly Identified as:* CTC-210
Branch Line Subsidy Program
Description: Information on branch responsibility to verify railway claim costs and revenues in order to calculate and pay subsidies to the railways. These files contain all railway and CTC official documents and working papers. *Topics:* General costing; Canadian Pacific and Canadian National unit cost working papers; Class II railways; CN-CP subdivisions; cost of capital; branch line; branch line rehabilitation.

CTC/RTC-095 *Formerly Identified as:* CTC-215
Western Grain Transportation Program
Description: Costing studies relating to the movement of western grain by rail under the authority of the *Western Grain Transportation Act*. *Topics:* The prescribing of the annual freight rate scale under Section 35; the annual designation of grain dependent branch lines under Section 40; the conduct of costing reviews every four years under Section 38; the monitoring of annual railway investment plans under Section 29.

CTC/RTC-100 *Formerly Identified as:* CTC-220
Passenger Train Studies
Description: Information on branch subsidy payments for passenger services under Section 261 of the *Railway Act;* also the audit of CN and CP billings for passenger-related services to VIA Rail Canada. The files contain railway and CTC official documents and working papers. *Topics:* CN train service; CP train service; VIA Rail Canada; special costing; unit costs; specific costs.

CTC/RTC-105 *Formerly Identified as:* CTC-230
Freight-Related Studies
Description: Costing studies carried out on specific commodity movements by rail; includes costing work for rate setting purposes and appeals under the *National Transportation Act*, Section 23; also railway and CTC official documents and working papers. *Topics:* "At and East" (*Railway Act*, Section 272); rapeseed investigations; cost of stop-off-milling in transit; demurrage issues; "At and East" subsidy payments.

CTC/ATC-110 *Formerly Identified as:* NO REFERENCE
Air Transport Committee - General (New)
Description: Information on general matters related to commercial air services. *Topics:* Carrier associations, metric conversion, gross take-off weight of aircraft; domestic air policy, financial and ownership requirements, rotating wing policy, subsidy administration. *War Measures Act*, use of military aircraft; fuel emergency crises and conservation; and decisions and orders. *Retrievability:* Files arranged by subject matter.

CTC/ATC-115 *Formerly Identified as:* CTC-240
Licence Applications
Description: Applications for authority or modifications of authorities to operate commercial air services to, from and within Canada and related matters for which a licence is required under Section 16 of the *Aeronautics Act*. *Topics:* Application specifics; description of proposed service; estimate of potential market; interventions by interested parties; pricing and service plans; detailed operating plans; detailed capital and operating cost estimates; projected financial statement; particulars of company ownership; base protection; deletion or amendment of route protection; proposed changes of contract, consolidation, mergers, leases and transfers; and related staff reports. *Retrievability:* Files arranged in chronological order of application, and by name of applicant.

CTC/ATC-120 *Formerly Identified as:* CTC-250
Licence Exemptions
Description: Applications for authority to operate commercial air services to, from and within Canada and related matters by parties who are exempted from having to hold a document of licence. *Topics:* Use of an aircraft for aerial application and distribution by a farmer whose chief source of income is farming; leasing of aircraft; aircraft flown by an employee as transportation in carrying out his or her duties as an employee; use of aircraft in search-and-rescue operations or to assist in suppression of forest fires; use of an aircraft for checking out another pilot; sharing of operating expenses with the owner of an aircraft; and use of aircraft on glider towing and parachute jumping operations. *Retrievability:* Files arranged by exempting section of the Regulations.

CTC/ATC-125 *Formerly Identified as:* NO REFERENCE
Licence Documents (New)
Description: Documents of licence for all commercial air services operated to, from or within Canada. *Topics:* Licence documents. *Retrievability:* Files are arranged by class of commerical air service operated and carrier name.

CTC/ATC-130 *Formerly Identified as:* CTC-260
Applications for Charter Permits
Description: Applications by licensed air carriers for permits to operate advance booking charters, entity charters and common purpose charters, and inclusive tour charter flights filed pursuant to the Air Carrier Regulations. *Topics:* Application specifics; description of proposed charter program; evidence of financial position of tour operator; scope and frequency of proposed charter program; contract between tour operator and air carrier; tour operator's business experience; tour operator's arrangements for securing of clients' prepayment; staff reports; Air Transport Committee decision. *Retrievability:* Files arranged by tour operator.

CTC/ATC-135 *Formerly Identified as:* CTC-430
International Civil Aviation
Description: Information relating to all aspects of international civil aviation. *Topics:* International Civil Aviation Organization (ICAO) proceedings and recommendations; contract documentation, travel conditions, pricing regimes and bilateral air service agreements; NATO; international organizations — ICAO, IATA, ECAC (European Civil Aviation Committee), U.N. organizations.

CTC/ATC-140 *Formerly Identified as:* CTC-440
International Air Transport Association (IATA) Conference
Description: Information relating to reports and resolutions of the tariff-setting machinery of IATA. *Topics:* Reports, resolutions, record of individual foreign government acceptance or rejection of resolutions; tables of fares, rates, charges and routing conditions agreed upon by carriers.

CTC/ATC-145 *Formerly Identified as:* CTC-330
Free and Reduced-Rate Transportation
Description: Requests for special permission to carry free, or at reduced rates, certain categories of freight and passengers not covered in regulations. *Topics:* Airline procedures manuals on free and reduced-rate transportation; requests by air carriers; disposal of applications by Air Transport Committee.

CTC/ATC-150 *Formerly Identified as:* NO REFERENCE
Tariffs (New)
Description: Prices and conditions of carriage for transportation of passengers and goods. *Topics:* Fares, rates, tolls and conditions of carriage. *Retrievability:* Files are arranged by carrier name.

CTC/ATC-155 *Formerly Identified as:* CTC-290
Special Tariff Permission Applications
Description: Air carrier special tariff permission applications to depart from one or more provisions of the Air Carrier Regulations tariff filing requirements. *Topics:* Description of proposed changes with explanations and justification; staff reports; disposal of application by Air Transport Committee. *Retrievability:* Files arranged by carrier name.

CTC/ATC-160 *Formerly Identified as:* CTC-300
Tariff and Schedule Filing Requirements
Description: Correspondence on tariff and schedule filings. *Topics:* Filing by applicant, power of attorney and concurrence document; general correspondence; interpretations; suspension, rejection, or disallowance action by the Air Transport committee. *Retrievability:* Files arranged by carrier name.

CTC/ATC-165 *Formerly Identified as:* CTC-270
Complaints Against Illegal Operations by Licensed Carriers
Description: Complaints received or information uncovered indicating illegal commercial air carrier activity by licensed carriers. *Topics:* Enforcement Branch investigation reports; referral to Licensing or Tariff Branch for any administrative action deemed necessary; Enforcement Branch referrals to RCMP for investigation towards prosecution; RCMP, Department of Justice and Air Transport Committee Enforcement Branch reports indicating what investigative and prosecutable action was taken and the ultimate disposition of the case. *Retrievability:* Files are arranged by carrier name.

CTC/ATC-170 *Formerly Identified as:* CTC-280
Complaints Against Illegal Operations by Unlicensed Operators
Description: Complaints received or information uncovered concerning illegal commercial air services by unlicensed operators. *Topics:* ATC Enforcement Branch investigative reports; referral to RCMP and Department of Justice reports indicating investigative and prosecutorial action taken and final disposition of the case. *Retrievability:* Files arranged by carrier name by region.

CTC/ATC-175 *Formerly Identified as:* CTC-380
Civil Aviation Legislation
Description: Information on civil aviation legislation and related laws. *Topics:* Proposed amendments of the Air Carrier Regulations; proposals received from or submitted to the public concerning proposed changes in the regulations.

CTC/ATC-180 *Formerly Identified as:* CTC-390
Regulatory Reports and Statistics
Description: Information relating to reports and statistics which air carriers are required to file under the Air Carrier Regulations. *Topics:* Requests for statistics; information on uniform system of accounts for commercial air carriers; non-performance; delinquency in filing statistics; capital leasing of aircraft. *Retrievability:* Files arranged by carrier name.

CTC/ATC-185 *Formerly Identified as:* CTC-340
Insurance
Description: General correspondence and certificates relating to air carrier liability insurance requirements as defined in the Air Carrier Regulations. *Topics:* General correspondence, certificate of insurance. *Retrievability:* Files arranged by carrier name.

CTC/WTC-190 *Formerly Identified as:* CTC-480
Administration
Description: Committee minutes, decisions, orders and official files.

CTC/WTC-195 *Formerly Identified as:* CTC-490
Licences
Description: Information on licensing of water carriers under the *Transport Act*. *Topics:* Applications; interventions; objections; reference documents; administrative correspondence necessary to the functional operation of the licensing function.

CTC/WTC-200 *Formerly Identified as:* CTC-500
Conference Contracts and Tariffs
Description: Information on all tariffs filed by shipping conference liners along with various agreements reached by these lines as set forth in the *Shipping Conferences Exemption Act*, 1979; also correspondence between the Committee and companies operating liner services.

CTC/WTC-205 *Formerly Identified as:* CTC-510
Coastal Trade Custom Duty Waivers
Description: Applications to the Minister of National Revenue for custom duty waivers from users of non-Canadian flag vessels in Canada's coastal trade, and related correspondence; correspondence with users or potential users of such vessels.

CTC/WTC-210 *Formerly Identified as:* CTC-520
Pilotage Tariffs
Description: Information on pilotage tariff matters, including original objections and interventions filed with the Water Transport Committee; decisions rendered, and related correspondence; working papers on the designing of tariffs.

CTC/WTC-215 *Formerly Identified as:* CTC-530
Seaway Tariffs
Description: Information on original tariffs submitted by the St. Lawrence Seaway Authority to the Water Transport Committee and related correspondence.

CTC/WTC-220 *Formerly Identified as:* CTC-540
International Shipping Policy and Operational Analyses
Description: Information on the interest and involvement of the Commission in Canadian governmental representation at international organization conferences and meetings. *Topics:* Intergovernmental Maritime Consultative Organization — legal committee and facilities committee; Organization for Economic Co-operation and Development — maritime transport committee and subsidiary bodies working group and special group international organization; U.N. Commission on International Trade Law — working group on international legislation; U.N. Conference on Trade and Development — committee on shipping, including international preparatory groups and working group on international legislation.

CTC/WTC-225 *Formerly Identified as:* CTC-550
International Maritime and Shipping Policy
Description: Analyses provided to interdepartmental committees studying and formulating an appropriate Canadian position on maritime and shipping policy as input to international maritime law. *Topics:* Preparatory position papers, commentaries and discussion papers; submissions by Canada to international maritime and shipping forums; instructions to Canadian delegations at international conferences and conventions; delegation reports on participation in international meetings.

CTC/WTC-230 *Formerly Identified as:* CTC-560
Maritime Studies
Description: Studies on maritime legal and economic subjects being discussed at the international level, based on generic research and economic analysis and intended to contribute to the formulation of Canadian international policy. *Topics:* Terms and conditions of ocean carriage in bills of lading (Hamburg Rules); standard clauses in policies of maritime insurance; limitation of water carrier liability for passengers and baggage.

CTC/WTC-235 *Formerly Identified as:* CTC-570
Maritime Economic, Financial and Statistical Analyses
Description: Information on domestic and international water transport operations and related matters (shipper's concerns); economic and financial records of Canadian maritime and shipping interests, including detailed computerized databases of particulars of all Canadian vessels of one hundred GRT and over; traffic movements by class; tonnage of goods carried in Canadian inland and coastal waters and to, from and between Canadian ports; and a world-wide matrix of distances.

CTC/WTC-240 *Formerly Identified as:* CTC-580
Multimodal Policy and Operational Analyses
Description: Correspondence, reports, memoranda, position papers, analyses and summaries of domestic and international multimodal transport operations and related matters (shippers' concerns, legal and economic issues).

CTC/MVT-245 *Formerly Identified as:* CTC-590
Motor Vehicle Transport Committee - General
Description: Minutes of committee meetings and orders and decisions; committee meetings; minutes and attachments for the senior management advisory committee; metrification of motor vehicle weights measurements; transportation of dangerous goods; and hearings into CN-CP Express request to abandon truck express operations in Saskatchewan in favour of independent trucking companies.

CTC/MVT-250 *Formerly Identified as:* CTC-600
Lord's Day Act
Description: Application forms for exemptions from motor vehicle carriers for the transportation of goods on Sundays. *Topics:* Telexes, hearing notes and transcripts. *Retrievability:* Files are arranged by name of motor vehicle carrier.

CTC/MVT-255 *Formerly Identified as:* CTC-610
Mergers and Acquisitions
Description: Information on proposed acquisitions of bus or truck companies. *Topics:* Notices of proposed transaction, contractual and financial agreements between parties; filed objections; and hearing documentation.

CTC/MVT-260 *Formerly Identified as:* CTC-620
National Transportation Act, Part III
Description: Information on planning procedures and draft regulations of the extra-provincial motor carrier undertakings of Canada in preparation for the implementation of Part III of the *National Transportation Act;* and questionnaires to Canadian extra-provincial carriers.

CTC/MVT-265 *Formerly Identified as:* CTC-630
Roadcruiser Bus Service, Newfoundland
Description: Information on the only motor vehicle undertaking which, since 1976, falls under the direct regulatory control of the CTC. *Topics:* Hearings on rates, scheduling and quality of service; in-house studies of company's financial statements and financial procedures; Statistics Canada reports on comparable bus operations; transportation of the handicapped; survey on the quality of service and scheduling of buses in Newfoundland.

CTC/MVT-270 *Formerly Identified as:* CTC-650
Federal-Provincial Negotiations
Description: Information on ongoing meetings with provinces with a view to developing uniform trucking regulations in Canada.

CTC/MVT-275 *Formerly Identified as:* CTC-660
Transborder Trucking Dispute
Description: Information on negotiations between Canadian and United States agencies in response to accusations by the United States of discrimination against American truckers by Canadian transport regulatory agencies; and United States reprisals.

CTC/ITP-280 *Formerly Identified as:* CTC-710
Administration
Description: International Transport Policy Committee minutes, decisions, orders, official files.

CTC/CPT-285 *Formerly Identified as:* CTC-720
Applications
Description: Required Commodity Pipeline Transport Committee information (in order to grant a certificate of public convenience and necessity and permission to operate) on proposed commodity pipelines; applications to acquire commodity pipeline companies, and submissions made by interested parties other than the company.

CTC/CPT-290 *Formerly Identified as:* CTC-730
Pipelines
Description: Information on commodity pipelines. *Topics:* Qualitative and quantitative information on commodity pipeline operations, costs and technology.

CTC/CPT-295 *Formerly Identified as:* CTC-740
Standards
Description: Standards for commodity pipelines. *Topics:* Information and analyses pertaining to engineering, economic, financial, accounting and safety standards.

CTC/REV-300 *Formerly Identified as:* CTC-750
Review Committee
Description: Information on the Review Committee's activities when dealing with applications for review of a modal committee's orders and decisions.

CTC/RES-305 *Formerly Identified as:* CTC-760
Demand
Description: Information on freight and passenger demand, traffic forecasts and models. *Topics:* Rail transportation of coal, potash, sulphur, grain and lumber products; low-priced air fare review and pricing surveys; use of multimodal transport in Canadian international trade; conference freight trends in Canadian exports.

CTC/RES-310 *Formerly Identified as:* CTC-770
Supply
Description: Information on modal and intermodal studies, productivity. *Topics:* Rail capacity information; bulk commodity facilities at major ports; cost structure of the Canadian trucking

industry; for-hire trucking and Canadian-United States trade; international bulk carriage; international maritime shipping — structure and practices; Canadian international bulk shipping arrangements.

CTC/RES-315 *Formerly Identified as:* CTC-780

Regulations

Description: Information on regulations, competition, costing, pricing, subsidies. *Topics:* Air services in northern and remote areas; water transportation on Lake Athabaska; Canrail and Canada Southern Acquisitions; pricing practices of Canadian railways (transborder and domestic); shortline railroads in Canada; rail costing; air costing; truck costing; competition and regulation in marine transport — trucking rate analysis; limitation of ship owners' liability for passengers and luggage (study revisions); impact of the proposed convention on international multimodal transport.

CTC/RES-320 *Formerly Identified as:* CTC-790

Regional and Social Issues

Description: Information on prairies and grain, isolated communities; transportation of the handicapped; the trucking industry in the Atlantic provinces; adequacy of air services in northern and remote areas.

CTC/TTB-325 *Formerly Identified as:* CTC-800

Tariffs, Licences and Claims

Description: Information on tariffs filed with the Commission and licensing of carriers under the subsidy programs of the Atlantic provinces. *Topics:* Claims, reference documents and related correspondence; also working papers and computer printouts that detail information for claims made under Section 272 of the *Railway Act*.

CTC/TTB-330 *Formerly Identified as:* CTC-810

Traffic and Tariff Information Systems

Description: Detailed information on the transportation industry and its pricing philosophy, its service facilities and its marketing concepts; also correspondence, memoranda, working papers and information drafts on complaints, applications and disputes before the Commission that concern traffic and tariff matters.

Deleted Classes of Records

CTC-30 Documents and Publications
CTC-40 Legal Information
CTC-130 Financial Analysis
CTC-310 Concurrence Documents
CTC-320 Contract Forms
CTC-340 Insurance
CTC-350 Accounts and Statistics
CTC-360 War Measures Act
CTC-370 Fuel Emergency Crisis and Conservation
CTC-400 Domestic Carrier Operations
CTC-410 Policy
CTC-420 Amendments to the Air Carrier Regulations
CTC-450 Airline Agents
CTC-460 Carrier Associations
CTC-470 Metric Conversion
CTC-640 Transportation of the Handicapped
CTC-670 Metrification of Motor Vehicles
CTC-680 Dangerous Goods
CTC-690 CN-CP Express
CTC-700 Questionnaires and Surveys

THE CANADIAN WHEAT BOARD

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 29

OFFICE OF THE CHIEF ELECTORAL OFFICER

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 30

OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES

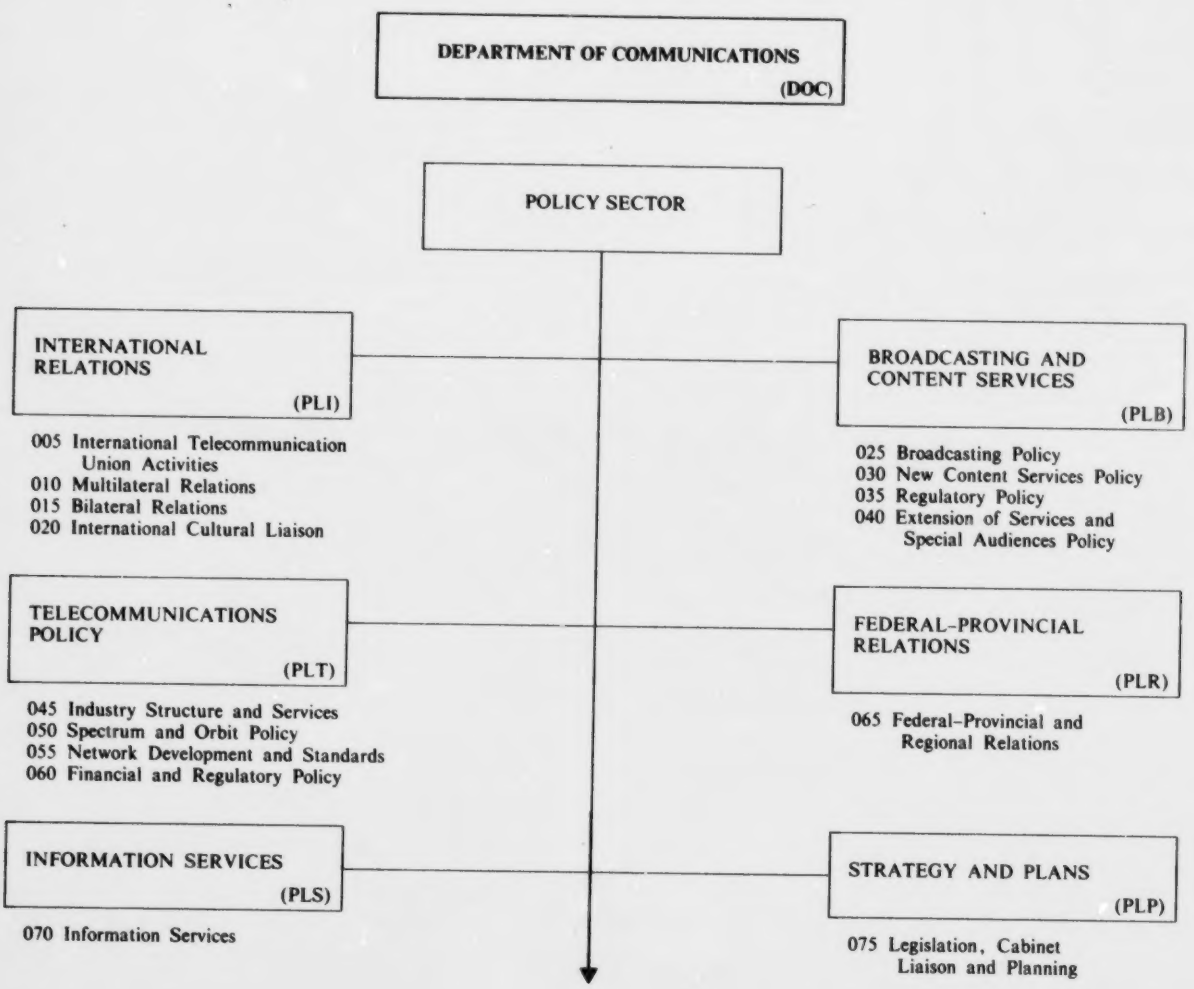
(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 31

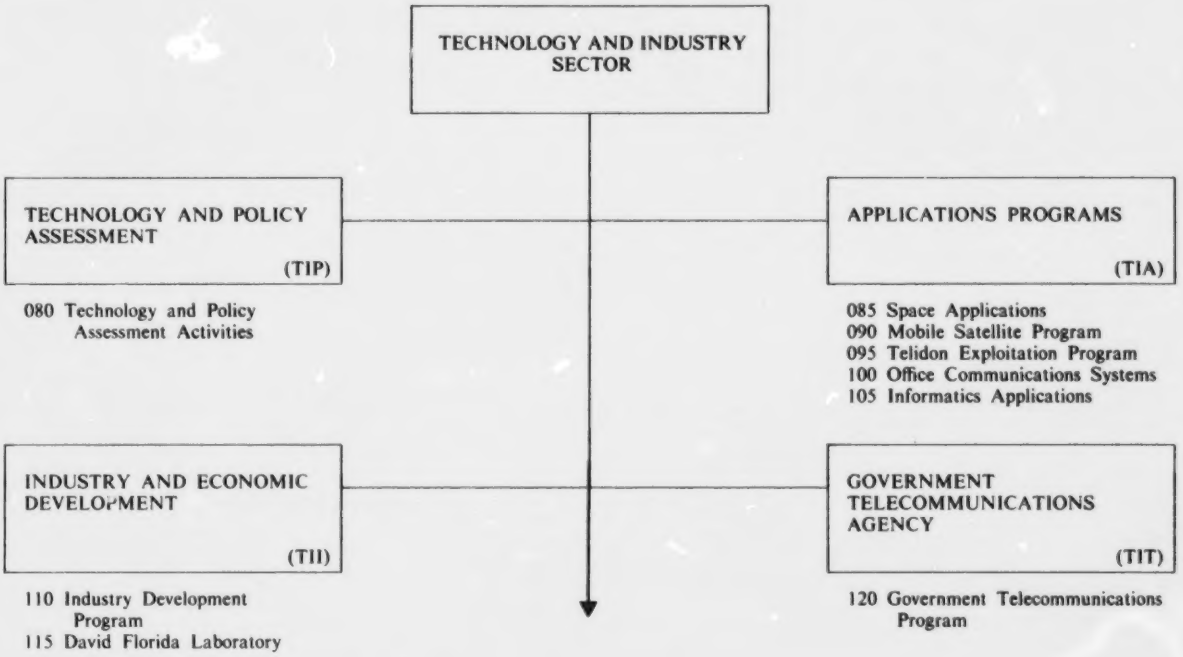
DEPARTMENT OF COMMUNICATIONS

Chapter 32

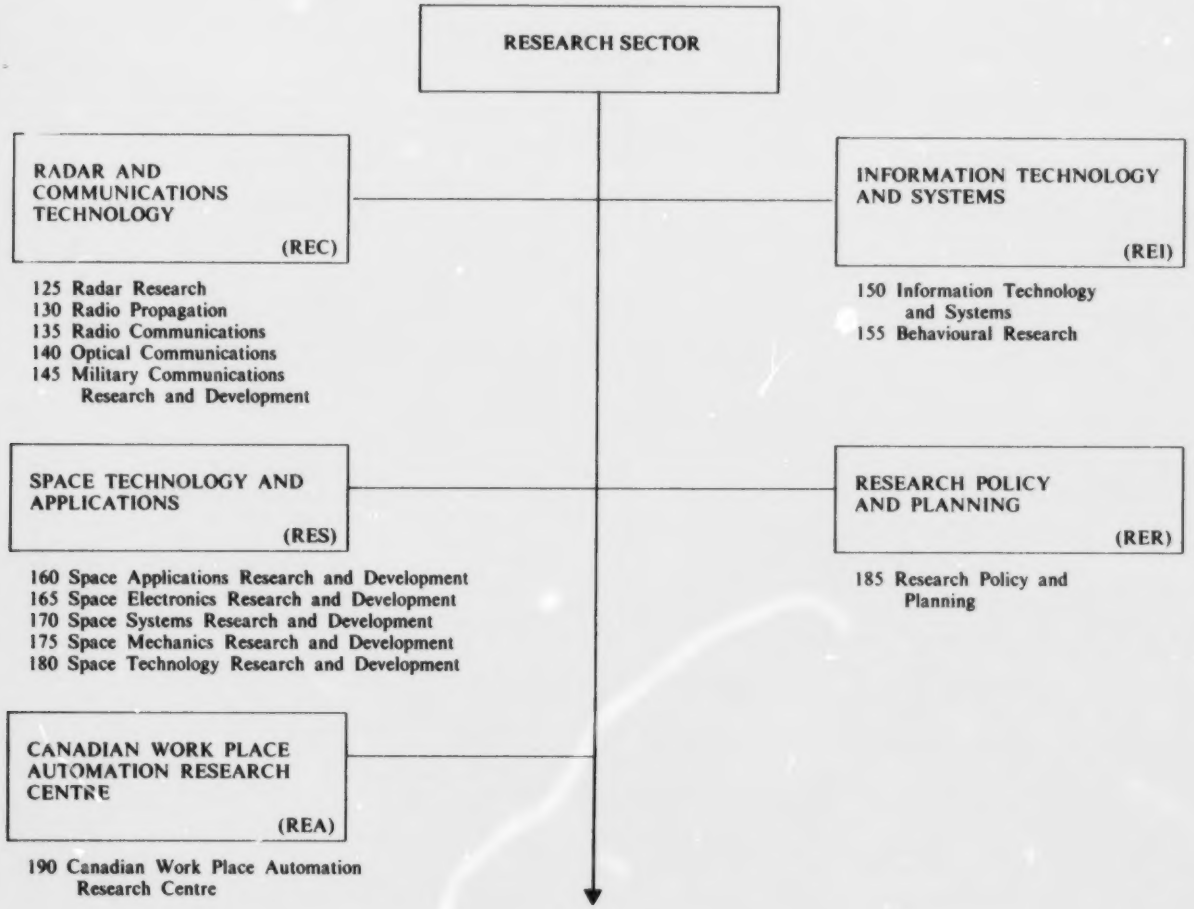
DEPARTMENT OF COMMUNICATIONS



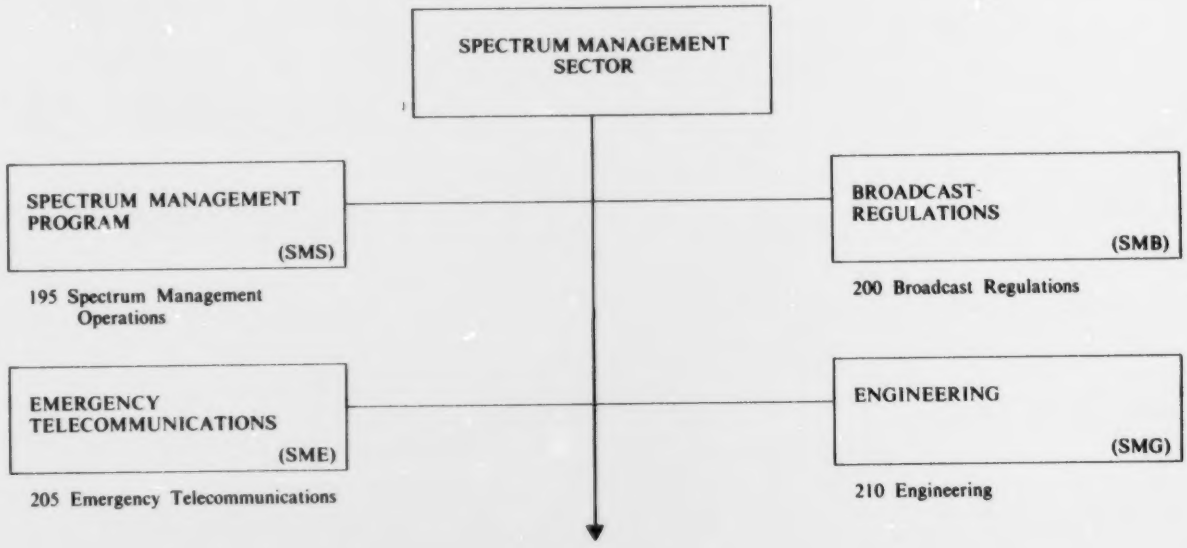
DEPARTMENT OF COMMUNICATIONS



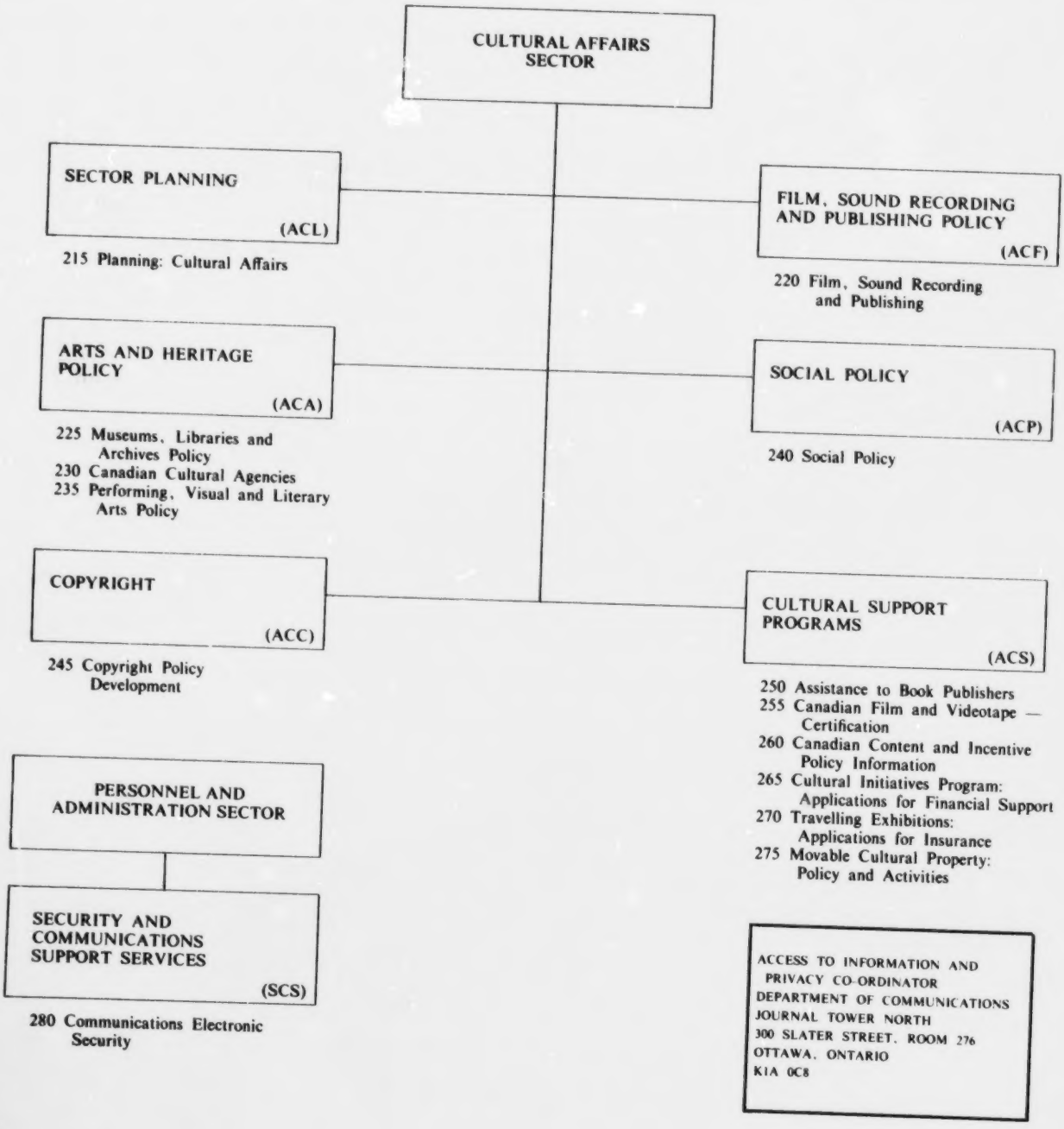
DEPARTMENT OF COMMUNICATIONS


RESEARCH SECTOR
RADAR AND COMMUNICATIONS TECHNOLOGY (REC)
125 Radar Research
130 Radio Propagation
135 Radio Communications
140 Optical Communications
145 Military Communications Research and Development
INFORMATION TECHNOLOGY AND SYSTEMS (REI)
150 Information Technology and Systems
155 Behavioural Research
SPACE TECHNOLOGY AND APPLICATIONS (RES)
160 Space Applications Research and Development
165 Space Electronics Research and Development
170 Space Systems Research and Development
175 Space Mechanics Research and Development
180 Space Technology Research and Development
RESEARCH POLICY AND PLANNING (RER)
185 Research Policy and Planning
CANADIAN WORK PLACE AUTOMATION RESEARCH CENTRE (REA)
190 Canadian Work Place Automation Research Centre

DEPARTMENT OF COMMUNICATIONS



DEPARTMENT OF COMMUNICATIONS


CULTURAL AFFAIRS SECTOR
SECTOR PLANNING (ACL)
215 Planning: Cultural Affairs
FILM, SOUND RECORDING AND PUBLISHING POLICY (ACF)
220 Film, Sound Recording and Publishing
ARTS AND HERITAGE POLICY (ACA)
225 Museums, Libraries and Archives Policy
230 Canadian Cultural Agencies
235 Performing, Visual and Literary Arts Policy
SOCIAL POLICY (ACP)
240 Social Policy
COPYRIGHT (ACC)
245 Copyright Policy Development
CULTURAL SUPPORT PROGRAMS (ACS)
250 Assistance to Book Publishers
255 Canadian Film and Videotape — Certification
260 Canadian Content and Incentive Policy Information
265 Cultural Initiatives Program: Applications for Financial Support
270 Travelling Exhibitions: Applications for Insurance
275 Movable Cultural Property: Policy and Activities
PERSONNEL AND ADMINISTRATION SECTOR
SECURITY AND COMMUNICATIONS SUPPORT SERVICES (SCS)
280 Communications Electronic Security
ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
DEPARTMENT OF COMMUNICATIONS
JOURNAL TOWER NORTH
300 SLATER STREET, ROOM 276
OTTAWA, ONTARIO
K1A 0C8

DEPARTMENT OF COMMUNICATIONS

Background

Established in 1969 by the *Government Organization Act*, the Department of Communications (DOC) encourages the growth of national and international telecommunications and broadcasting networks and facilities, anticipates and plans for change by conducting research into communications and space technology, manages and regulates the airwaves, and promotes Canadian cultural activities.

The Department was originally concerned with the electronic means of creating, processing, storing, distributing, displaying, accessing, and exchanging information. Its activities were focused on broadcasting, communications research and on Canada's role in satellite communications. Its clientele consisted largely of private and public sector institutions that either manufactured equipment or provided services.

In July 1980, in recognition of the increasingly close links between culture and communications, responsibility for the federal government's arts and culture program, along with responsibility for a number of agencies, was transferred from the Secretary of State to the Minister of Communications.

While other responsibilities continue, the Department is now concerned with a host of public and private institutions operating in the cultural field. In addition, the Department is concerned with the cultural content that flows through electronic and non-electronic channels of communications and includes among its clients the creators and administrators of cultural content.

Laws and Regulations

- Broadcasting Act
- Radio Act
- National Transportation Act and Railway Act (telegraphs and telephones)
- Cultural Property Export and Import Act
- Canada Council Act
- Canada Museums Construction Corporation Order-in-Council
- Canadian Film Development Corporation Act
- Copyright Act
- National Arts Centre Act
- National Film Board Act
- National Library of Canada Act
- National Museums of Canada Act
- Public Archives of Canada Act

Overall Responsibilities

Communications Sectors

The Department conducts research, encourages industrial development, and develops policies to address the economic, social and cultural effects of new technology. It fosters the orderly development and operation of communications for Canada in the following domestic and international spheres:

- Communications and Information Technology — The Department assists Canadian industries that manufacture communications and information equipment or provide related systems, products or services and support for the Department of Communications, National Defence and other departments. Among its major programs in this area are the Telidon program and the Office Communications System Program. It also develops Canadian strength in the field of micro-computers, computer software, mobile satellite systems and new satellite communications services. The Department conducts research in communications, informatics and space and satellite systems at the Communications Research Centre, including the spacecraft testing facilities at the David Florida Laboratory. Research on the use of satellites ranges from improved telephone services to Pay-TV, including satellite-delivered radio and television programming, tele-education, telemedicine, direct broadcasting and search and rescue.
- Communications Policy Development — The Department develops communications policies that make maximum use of Canadian resources and talents, strengthen Canadian industries, exploit technological advances, and generally contribute to the achievement of Canadian economic, social and cultural objectives.
- Radio Frequency Spectrum — The Department continually seeks to manage, improve and extend the use of the spectrum, protect the rights of Canada through international agreements, and provide service to all of its users.
- The Department manages the airwaves to prevent overcrowding and traffic jams and to ensure that a high quality of service is provided, especially for emergency services. Licences are issued to qualified operators, and traffic is controlled by regulations developed by the Department.
- Each year, more than one million radio licences are issued, including permits for GRS radio owners, operators of microwave systems, and radio and television broadcasters. The Department works closely with other levels of government and with private companies to develop national standards for telecommunications and broadcasting equipment. The Department tests appliances and other electrical equipment to ensure that they do not cause radio interference.
- Government Telecommunications — The Department establishes and maintains long-term federal government telecommunications plans, including the identification of the most efficient and economic alternatives available to satisfy existing and new telecommunications requirements, and accommodates the convergence of technologies (telecommunications, electronic data processing and office equipment) on a government-wide basis.
- The Department of Communications satisfies the needs of federal departments and agencies by planning, establishing and managing telecommunications facilities and services to maximize the benefits of sharing and consolidating telecommunications requirements on a government-wide basis.

Cultural Affairs Sector

In 1983-84, the Arts and Culture Sector was reorganized to clarify the Department's role in the cultural field and to integrate the sector more fully into the Department. The new Cultural Affairs Sector emphasizes both cultural policy development and program delivery. The Department operates programs to provide financial support, resources and services to Canadian cultural organizations and industries, as well as heritage institutions, and in this way supports and promotes the work of Canadian creators, including painters, sculptors, actors, film-makers, writers, musicians and composers. These programs include the Cultural Initiatives Program, the Canadian Book Publishing Development Program, the Canadian Film and Videotape Certification Office and the Movable Cultural Property Secretariat.

The Department also develops policies and programs for the achievement of national artistic and cultural objectives, and promotes effective inter-agency, inter-departmental, and inter-governmental co-operation in the achievement of those objectives, which include

- encouraging artistic and cultural activities in Canada;
- advising on the optimum allocation of resources among arts and culture programs;

- fostering greater inter-agency program co-operation and co-ordination in support of cultural and other national objectives;
- supporting or managing special artistic and cultural programs outside those of the federal cultural agencies.

Organization

The Department of Communications is headed by the deputy minister, supported by the senior assistant deputy minister and five assistant deputy ministers who are responsible for the following sectors: Technology and Industry, including Government Telecommunications; Research; Spectrum Management; Cultural Affairs; and Financial Management. Also reporting to the deputy minister is the Personnel and Administration Branch.

The Department has regional offices in Moncton, Montréal, Toronto, Winnipeg, and Vancouver, and 48 district offices across Canada. In addition, it maintains research and testing facilities in the National Capital Region at the Communications Research Centre and its Clyde Avenue Laboratories and will be inaugurating a Workplace Automation Research Centre in Laval, Québec.

There are nine agencies in the communications and cultural field that report to Parliament through the Minister of Communications. They are

- The Canada Council, which provides support to performing arts organizations, artists, writers and many other creators;
- The Canadian Broadcasting Corporation, which provides national television and radio services in both official languages and operates Radio Canada International, which broadcasts news and information about Canada to listeners around the world;
- The National Film Board of Canada, which supports the work of the independent film-makers and produces its own films on a wide range of subjects;
- Telefilm Canada, which provides financial assistance and marketing support to film and television producers;
- The National Arts Centre, which showcases Canadian achievements in the performing arts, as well as the best the world has to offer;
- The National Museums Corporation, which assists in the development of museums and galleries across the country and is responsible for the National Gallery of Canada, the National Museum of Man, the National Museum of Natural Sciences and the National Museum of Science and Technology;
- The National Library of Canada, which provides technical support to libraries across the country and maintains a national collection of books, new and old, rare and readily available;
- The Public Archives of Canada, which maintains a national archival collection of documents, photographs and recordings and is responsible for the archives of the Government of Canada;
- The Canadian Cultural Property Export Review Board, which certifies for income tax purposes as important to Canada's heritage cultural objects given or sold to designated Canadian institutions.

The Minister of Communications is also responsible to Parliament for the Canadian Radio-television and Telecommunications Commission (CRTC), which regulates broadcasters, cable services and national telecommunications services.

Central management and administration of the Department includes the Minister's office, the deputy minister's office and support services such as personnel, finance, accommodation and telecommunications, material management, computer services, security services, library services, mail and records management.

General Information Services

Libraries

Reports, studies, briefs and other documents prepared by or for the Department of Communications should be requested through:

The Library
Department of Communications
Journal Tower North
Room 276
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4937

There are smaller libraries at each of the five regional offices:

Atlantic Regional Office

Terminal Plaza Building
1222 Main Street, 7th Floor
P.O. Box 5090
Moncton, New Brunswick
E1C 8R2
Telephone: (506) 388-6505

Québec Regional Office

Rasco Hotel
295 St. Paul Street East
Montréal, Québec
H2Y 1H1
Telephone: (514) 283-7737

Ontario Regional Office

9th Floor, 55 St. Clair Avenue East
Toronto, Ontario
M4T 1M2
Telephone: (416) 966-6331

Central Regional Office

200-386 Broadway Avenue
Winnipeg, Manitoba
R3C 3Y9
Telephone: (204) 949-2630

Pacific Regional Office

800 Burrard Street, Suite 1700
Vancouver, British Columbia
V6Z 2J7
Telephone: (604) 666-5424

Information Services Branch

The branch maintains a list of all publications and audio-visual materials produced by the Department to inform the Canadian public. Requests for news releases, speeches and general information on departmental policies, programs and activities, including publications, annual reports, and audio-visual materials, should be directed to

Distribution Office
Information Services
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4842, 990-4900

Access Procedures

All formal access requests should be directed to

The Access and Privacy Co-ordinator
Department of Communications
Journal Tower North
300 Slater Street, Room 276
Ottawa, Ontario
K1A 0C8
Telephone: (613) 990-4131

POLICY SECTOR

This sector formulates strategies for the development, promotion and monitoring of broadcasting and telecommunication services, co-ordinates federal-provincial activities in communications and culture; develops Canada's policy on international aspects of communications and culture; integrates and harmonizes policy within the Department; develops and disseminates policy, program and regulation information to the communications and cultural industries and the general public; and provides legal advice to the Department.

International Relations Branch

This branch promotes and protects Canadian telecommunications and cultural interests internationally and ensures that significant international developments are taken into account in domestic telecommunications and cultural policy formulation. This involves co-ordinating Canadian presentations to such international organizations as the International Telecommunication Union, including preparation of Canadian proposals and negotiating strategies in consultation with the private sector and provinces, in order to ensure that future Canadian requirements can be achieved within established international conventions. It also involves policy guidance regarding international markets and trade, and aid to developing nations; participation in international space communications activities such as INTELSAT and the European Space Agency (ESA); and spectrum co-ordination with the United States in border areas.

Manuals

- International Telecommunication Union (ITU) Radio Regulations
- International Radio Consultative Committee (CCIR)
- International Telegraph and Telephone Consultative Committee (CCITT)
- 1982 International Telecommunication Union Convention

Broadcasting and Content Services Policy Branch

The branch develops and recommends policies and programs in the area of broadcasting and other delivery systems such as cable and satellite services. This includes Canadian broadcasters generally and the Canadian Broadcasting Corporation in particular; the Canadian cable industry; the communications industry, including those concerned with the vertical blanking interval and other communications technologies; related program production and content industries; the pay television industry; and the Canadian satellite industry. The branch also develops appropriate legislation in these areas and advises on the policy implications of the extension of services and the development of new services such as videotex and teletext. It conducts policy research analysis and operates a statistics program in support of its activities.

Telecommunications Policy Branch

This branch formulates and recommends policies and programs governing and promoting the establishment, development and efficiency of national and international telecommunications facilities and services. This includes policy initiatives for institutional, corporate and inter-corporate structures and relationships (carrier competition, terminal attachment, conditions of service); the optimal development of telecommunications networks (integration of satellite and terrestrial networks, standards of service to remote areas of Canada); allocation and use of the radio frequency spectrum. The branch develops and recommends policies and strategies to foster new telecommunications services. In addition, it monitors and analyzes the activities of telecommunications corporations with federal government investment. The branch makes recommendations on financial and regulatory matters concerning telecommunications entities within federal jurisdiction.

Federal-Provincial Relations Branch

This branch is responsible for advancing the federal government's interests in communications and culture through bilateral and multilateral meetings, information exchange, co-ordination, consultation and negotiation with provinces and territories. The branch oversees the implementation of the Department's Regional Dimension Action Plan in order to promote greater regional input to the policy process, including co-ordination leading to economic and regional development subsidiary agreements with the provinces in the areas of communications and cultural industries. The branch also provides internal program planning and management support services to the senior assistant deputy minister and directors general in the Policy Sector.

Information Services Branch

This branch plans and implements information activities to facilitate communications between the Department and the public, as well as communications within the Department. It provides information on the policies, programs and activities of the Department and informs departmental managers of the interests and concerns of the public and client organizations as expressed in the media and through correspondence, public meetings, and direct contact with information officers. Methods include planning communications programs and activities; publication of news releases, fact sheets, articles, newsletters, reports, brochures, pamphlets, posters, technical notes, books, photographs, designs and slides; preparation and staffing of displays, exhibits, and audio-visual presentations; publication and preparation of information materials; operation of a departmental briefing centre and speakers' bureau; organization and staffing of news conferences, briefings, and special events; preparation of correspondence; operation of a media monitoring service.

Strategy and Plans Branch

This branch is responsible for defining the Department's strategic priorities and ensuring that they are consistent with overall government priorities. It provides direction in the development of policy in the fields of communications and culture. The branch also provides briefings to the Minister on all major departmental and agency proposals as well as those of other departments which have implications for the Department of Communications. This involves the design and management of the corporate policy and strategic planning for the Department as a whole; the management of legislation and legislative amendments for the Department; and the management of Cabinet business for the Department, including liaison with central agencies.

TECHNOLOGY AND INDUSTRY SECTOR

This sector attempts to ensure that Canada's technological potential is used to the greatest economic and social benefit by enhancing Canada's advantages in the domestic and foreign markets. This involves fostering the development and application of advanced information and communications technologies and supporting the

growth of industries creating, manufacturing and employing those technologies.

The sector is active in the identification and assessment of new technology, policy analysis and formulation, economic and marketing analysis, program and project management, and of communications and informatics. The sector is responsible for four branches: Technology and Policy Assessment, Industry and Economic Development, Applications Programs and Government Telecommunications.

Technology and Policy Assessment Branch

The role of the branch is to identify and assess the potential applications of new information and communications technologies against long-term trends in the economic and social environment and to identify the policy and standards issues relating to their introduction and application. It provides a planning service to the Technology and Industry Sector, to the Strategy and Plans Branch, and to other sectors and branches of the Department.

Applications Programs Branch

This branch manages major applications programs and projects designed to develop and test the concept and feasibility of new technologies. The branch is responsible for the Mobile Satellite (MSAT) Program, the Office Communications Systems Program, Telidon, and the Space Applications Program. It is also responsible for the implementation of new program activities to develop appropriate technologies and services that have been identified as opportunities for Canadian exploitation.

Industry and Economic Development Branch

This branch relies on its own specialists and co-operates with other departments and agencies to foster the orderly and efficient development and application of advanced information and communications technologies in Canadian industries creating, manufacturing and marketing those technologies for domestic and foreign markets. It assists the informatics and communications industries in exploring opportunities at home and abroad for goods and services through in-house economic analysis, marketing support, technological expertise and research and development.

The David Florida Laboratory for the integration and testing of satellites is maintained and operated at the Communications Research Centre in support of Canadian industry and other government departments and agencies.

Government Telecommunications Agency (GTA)

The agency provides shared and customized voice and data telecommunications services and facilities to federal departments and agencies. It is responsible for planning, establishing, and managing telecommunications facilities and services to economically satisfy the needs of federal departments and agencies. Designated as a mandatory common service organization providing telecommunications facilities and services for federal government users, the GTA is financed by a revolving fund and is managed on a full cost revenue dependent basis. The agency is included in the Technology and Industry Sector to facilitate a careful assessment of the role that the federal government market should play in the development of the Canadian industry. It will implement, as appropriate, communications and information handling technologies in the government environment.

RESEARCH SECTOR

The Research Sector plans, develops and manages communications reseach and development (R&D) in telecommunications, space, and information technologies, including work performed for industry and other government departments. It also formulates policy and conducts a comprehensive, multidisciplinary research and development program to foster tne development and introduction of new communication systems, both terrestrial and in space, and encourages the development of the related industrial infrastructure. The sector is responsible for the four branches located at the Communications Research Centre, Shirley Bay:

- Space Technology and Applications Branch
- Information Technology and Systems Branch
- Radar and Communications Technology Branch
- Research Policy and Planning Branch and for the Canadian Workplace Automation Research Centre located at Laval, Québec.

Radar and Communications Technology Branch

The branch is responsible for the departmental research and development program in co-operation with Canadian industry and universities in the areas of radio-propagation, radio communications, fibre optics technology, electro-optical technology, radio and remote sensing technology, and systems for military and civil applications.

The branch is responsible for the programs outlined below.

The Optical Communications Program conducts applied research in fibre optics, opto-electronics and photonics, transfers new technology to industry, fosters the growth of a Canadian fibre optics industry, develops national and international fibre optics standards, supports related research in universities, and supports Department of National Defence requirements for fibre optics technology.

Military Communications Systems Development performs research and development for defence purposes. Its work includes development of modulation and coding techniques, electronic counter-countermeasures, voice and data networks and simulation.

The Radio Communications Directorate is responsible for the departmental research and development program on radio communications technology in co-operation with Canadian industry and universities. It studies the performance of radio communications equipment in its operating environment (signal and noise environment, electromagnetic compatibility, and limitations that the propagation channel imposes on communications) for military and civil applications.

The Radio Propagation Laboratory is responsible for a research program on the transmission of radio waves in the very low frequency (VLF) through extra high frequency (EHF) bands, with a view to improving the design and management of analogue and digital communication systems. The work is carried out partly in-house, partly under contracts with universities and industry, and partly through co-operative projects with the common carriers.

The Radar Research Laboratory is responsible for research and development principally on behalf of the Department of National Defence. Activities include work on air-borne, maritime, ground-based and space-based radars with emphasis on signal and data processing. Technical support is provided to government procurement projects involving radar systems. Representation is provided on international collaborative organizations.

Information Technology and Systems Branch

The branch conducts a program of research and development in information technology and systems (informatics) in order to foster the orderly development and operation of communications for Canada. Areas of activity are: information technology, advanced information systems, networks and standards, behavioural research and artificial intelligence. The branch contributes to the development of communications policies, regulations and standards; provides expert advice and support to other federal departments and agencies; facilitates the development and introduction of new information technologies, systems and services; encourages Canadian industrial capability in the research, development and exploitation of information communications technology; and encourages Canadian scientific and technological achievement and recognition.

The branch is responsible for the programs outlined below.

Information Technology Research and Development examines fundamental communications problems, develops technologies, and exploits the emerging related technologies.

Advanced Information Systems Research and Development examines the use of different technologies and techniques in systems designed to address specific information communications applications.

Networks and Standards Research and Development is concerned with the development and negotiation of beneficial standards for new network services and systems that enable people or computers to exchange information.

Behavioural Research examines the intellectual, creative and productive capabilities of human beings in information communications and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology.

Artificial Intelligence Research and Development studies artificial or machine intelligence technologies in information communications.

Space Technology and Applications Branch

This branch is responsible for research and development programs leading to advanced satellite technology, systems, applications and services. It operates specialized laboratories and satellite communications facilities to carry out experimental projects using both Canadian and other satellites. The Space Technology Research and Development program involves the development of new concepts, techniques and equipment for satellite payloads and vehicles, and for the earth terminals and facilities needed to make effective use of satellites. The Space Systems and Applications Research and Development program deals with the development of space systems, applications and services. The branch also contributes to planning and policy formulation and to program and project management within the Department and in other departments.

Research Policy and Planning Branch

The branch plans, co-ordinates, formulates and reviews policy related to the Department's research program and is responsible for international collaboration and liaison. It is responsible for the programs outlined below.

The International Collaboration Assistance Fund for Research on New Information Technologies is administered by the Department to enable Canadian organizations, both public and private, to participate in international co-operative research projects on new information technologies and to acquire the knowledge needed to strengthen this critical industrial sector. The Fund provides $1 million annually for various international co-operation activities, including exchanges of information and scientists, and the launching of shared-cost research projects.

The University Research Program develops centres of expertise in Canadian universities in the fields of communications and culture.

The Development of Space Subsystems and Components (DSSC) Program funds research and development contracts with Canadian industry to develop satellite communications technology required in future satellite systems.

The Interdepartmental Industrial Assistance Program co-ordinates the Department's participation in a number of research and development programs funded and administered by other departments and agencies, namely, the National Research Council's Program for Industry/Laboratory Projects (PILP) and Industrial Research Assistance Program (IRAP); Supply and Services Canada's Unsolicited Proposal and Source Development Fund programs; the protection of intellectual property administered by Canadian Patents and Development Ltd.; the Catalytic Seed Fund and the Intelsat Research and Development Program.

The Defence Program involves co-ordination and liaison with the Department of National Defence for departmental defence projects and support services.

The Canadian Work Place Automation Research Centre (CWARC)

The new Canadian Work Place Automation Research Centre in Laval carries out research and development in all aspects of office automation. The centre works closely with other branches of the Department, private industry, and the Canadian scientific community to build a strong base of competence and expertise in Canada. The centre is responsible for the programs outlined below.

The Integrated Systems Research and Development carries out research and development on integrated systems. Functions and services are merged so that an individual has immediate access to a complete range of information-handling services, including conventional person-to-person and store-and-forward forms of communication; information storage and retrieval; voice, video and computerized conferencing; information manipulation, processing and augmentation; information distribution, control and management; human-to-machine and machine-to-machine communications and information display.

Advanced Work Place Technology Research and Development conducts research and development in new areas such as the development of specialized and advanced software systems supporting the office complex and the development of new intelligent office work systems.

Organizational/Societal Research establishes expertise and facilities at the Centre for Research and Development in various facets of work place automation and its impact on procedures and the structure of organizations. Activities focus on improving the productivity of organizations through special communications software and hardware, including training and concentration on organizational and social issues; developing better and more competitive systems and services through research and testbeds for product and service evaluation; and leading long-term conceptual research in co-operation with academic and other research institutions.

Scientific and Strategic Information Network is a focal point for co-operation with related laboratories, both nationally and internationally, for information gathering and dissemination, and for co-operation with the private sector. It maintains a knowledge network, and co-ordinates national and international collaboration and a national and international exchange program. It maintains a database on office automation. It is designed to meet the needs of smaller firms in particular, and will analyze the large amounts of available information and transform "state-of-the-art" knowledge into a directly accessible format as an integral part of the technology transfer strategy of the centre.

SPECTRUM MANAGEMENT SECTOR

The sector is responsible for providing service to users of the radio frequency spectrum, for the orderly growth of telecommunications facilities, and for delivery of all departmental programs through regional and district offices across the country. The sector is also responsible for Emergency Telecommunications Planning.

The major components of the sector are the Telecommunication Regulatory Service and Regional Operations.

Telecommunications Regulatory Service

The service is responsible for standards, practices and procedures required to manage the radio frequency spectrum; centralized regulatory functions and the standardization, certification and type-approval of customer-supplied terminal equipment; and emergency planning.

Regional Organization

The organization consists of five regional offices and 48 district offices and sub-offices. They are responsible for managing and regulating the spectrum, managing government telecommunications services for regional client departments, and overseeing the Department's programs across the country.

Spectrum Management Program

This program allocates radio spectrums to different categories of users; sets technical standards for radio equipment and systems; provides technical support to the CRTC; co-ordinates frequency planning and assignment with the United States and other countries; sets standards for spectrum pollution control; analyzes and evaluates technical submissions for the use of radio spectrum; issues, renews, and amends radio station licences; collects licence fees; issues radio operator certificates; monitors and inspects radio stations; investigates interference complaints; and initiates legal proceedings against suspected offenders.

Terminal Attachment Program

This program ensures the orderly introduction of customer-owned telecommunications terminal equipment designed for connection to the telecommunications carriers' networks. More specifically, it develops technical standards for terminal attachments, certifies equipment and lends technical support to the CRTC to resolve associated technical disputes.

Emergency Telecommunications Planning

Through this program, the branch plans and prepares to ensure that Canada's telecommunications resources are able to provide essential communications for government, industry, and the public during national emergencies including war. The three main activities are:

- the implementation of emergency programs to provide warning and information to the public, to ensure essential communications survive, and to provide priority restoration of vital communications during an emergency.
- the development and application of telecommunications regulations and controls to ensure that essential communications services are available during a crisis situation.
- provision of support to other federal departments, agencies and provincial emergency organizations in developing the communications portion of their emergency planning documents and co-ordinating the communications response to emergencies when they arise.

Manuals

These manuals are available for examination at all regional and district offices and at the headquarters library.

- Policy Manual (PM) — PM-1 Radio Licensing — This manual consolidates departmental policy relating to the licensing of radio services in Canada in accordance with the provisions of the *Radio Act*.
- Radio Inspectors Manual (RIM) — RIM-1-General; RIM-1-1-Consolidation of legislation and regulations on telecommunications; RIM-2-Licensing procedures; RIM-3-Inspection-Aeronautical, Maritime Land Stations; Interference; RIM-4-Certificates-Examinations; RIM-7-Prosecutions.

CULTURAL AFFAIRS SECTOR

In 1983-84, the Arts and Culture Sector was reorganized to clarify the Department's role in the cultural field and to integrate the sector more fully into the Department. The new sector emphasizes both cultural policy development and program delivery.

Cultural Policies and Programs Branch

The branch analyzes policy issues and administers programs designed to stimulate the development of the cultural industries and to improve access to cultural products and activities. It conducts policy analysis on copyright, film and video, sound recording, books and periodicals, heritage, and the performing, visual and literary arts; analyzes social policy issues related to the application of new technologies; studies actual or expected impacts of new communication services and cultural initiatives; and provides advice to the Minister on the achievement of objectives by cultural agencies and boards reporting to the Minister.

Sector Planning

The directorate defines strategic priorities and ensures their consistency with the priorities of the Department and the government, provides policy co-ordination for the sector and federal cultural agencies, and provides advice to the Minister on major sectoral and cultural agency proposals going to Cabinet as well as those of other departments that may affect the Cultural Affairs Sector.

Film, Sound Recording and Publishing Policy

The directorate formulates and implements policies to ensure the development of Canadian owned and controlled cultural industries and federal cultural agencies by promoting increased access by Canadians to Canadian cultural products; and to develop new Canadian talent and increase our share of the market at home and abroad.

Concessionary Postal Rates Subsidy for Publications

The Minister of Communications purchases postal rate discounts from the Canada Post Corporation for selected categories of mail, namely second-class newspapers and periodicals, library books, and books mailed by publishers. The Minister is responsible for setting the levels of discount and the eligibility criteria, while the Canada Post Corporation administers the program itself.

All requests for information on how to apply, postal rates and regulations, and program guidelines should be forwarded to Canada Post. The Department has information on the history of the program, its costs and policy-related issues (see DOC/ACF-220).

Arts and Heritage Policy

This directorate develops policies for the achievement of national objectives in performing, visual and literary arts, and in the areas of

museums, libraries and archives. It promotes co-operation among federal government departments and agencies and other governments in the achievement of these objectives.

Social Policy

This directorate develops the department's social policy, enabling the government to influence the actual and predicted impact of new communications services and cultural incentives on Canadian society.

Copyright

This directorate formulates, develops and recommends policy and associated legislation in the field of copyright, including protection for artists, creators and the industries engaged in the production and distribution of cultural products.

Cultural Support Programs

Canadian Book Publishing Development Program (CBPDP)

This program promotes the development of the Canadian owned and controlled sectors of the book publishing industry in Canada. The program offers financial assistance to book publishers for various purposes.

A brochure explaining the program and the criteria used to evaluate applications is available free of charge from Information Services.

The Canadian Film and Videotape Certification Program

This program promotes the development of film and videotape production in Canada by certifying film and videotape productions as being "Canadian". Canadians investing in these productions can deduct 100 percent of their investment from their taxable income. Information brochures on how to apply for certification and on statistics and general information are available.

Cultural Initiatives Program

The program provides financial assistance to non-profit Canadian cultural organizations to support specific projects in the following categories: management development, the innovative use of new technology, new buildings or renovations or repairs to existing buildings, and special events of national significance.

A brochure explaining the program and the criteria used to evaluate applications is available free of charge from Information Services.

Program of Insurance for Major Travelling Exhibitions

The program provides insurance for national and international travelling exhibitions in Canada that have a value of $1 million or more. Insurance coverage is provided under a master insurance policy to qualified museums, galleries, archives and libraries, upon application.

Cultural Property Export and Import Act

The purpose of the *Cultural Property Export and Import Act* is to preserve, in Canada, the best examples of our heritage in movable cultural property. This is accomplished by:

- certification for tax purposes by the Canadian Cultural Property Export Review Board of objects donated or sold to designated institutions;
- implementation of an export control system; and
- provision of grants to designated institutions to repatriate cultural objects or purchase them when export permits have been refused.

The Act also enables Canada to be a signatory to the 1970 UNESCO Convention on the illicit import, export and transfer of ownership of cultural property.

An annual report outlining the activities of the Movable Cultural Property Review Board and the Movable Cultural Property Secretariat is available from Information Services. Also available is a booklet entitled "A Detailed Introduction to the Cultural Property Export and Import Act". Information circulars are available to prospective applicants.

The Canadian Cultural Property Export Review Board, listed separately, has a greater interest in those records relating to applications for the certification of cultural property, and in those records relating to applications for cultural property export permits. Enquiries about these records should be directed to the Access to Information Co-ordinator, Canadian Cultural Property Export Review Board.

PERSONNEL AND ADMINISTRATION SECTOR

This sector is responsible for providing essential support services to the programs of the Department. These services include the following: information systems and computer services, administrative and technical services, official languages, personnel services and, security and communications support services. Information about these activities is listed in the standard banks, with the exception of the Security and Communications Support Services Branch, which performs a number of specialized functions.

Security and Communications Support Services Branch

In addition to the services it provides to the Department in the areas of security education, enforcement and clearances, health, safety and fire prevention, the branch provides support to the entire government in the area of communications security.

Communications Electronic Security

The branch is responsible for providing guidance and support on communications electronic security to all federal departments and agencies that do not possess their own expertise in this area and to Canadian industry through membership on the RCMP Security Evaluation Inspection Team. It participates in policy formulation, evaluation of training needs, planning of cost-effective systems, and engineering, including the selection, implementation and maintenance of cryptographics systems.

Classes of Records

DOC/PLI-005 *Formerly Identified as:* DOC-PL-10
International Telecommunication Union (ITU) Activities
Description: Information pertaining to Canada's involvement in the International Telecommunication Union Activities in consultation, management, regulation, development, standards setting and technical assistance. *Topics:* Administrative Council annual meetings; World Administrative Radio Conferences (WARC): mobile services, space (use of the geostationary-satellite orbit), medium-frequency broadcasting (western hemisphere), high-frequency broadcasting; International Frequency Registration Board (IFRB); International Radio Consultative Committee (CCIR): national and international study group meetings, plenary assembly meeting (every four years); International Telegraph and Telephone Consultative Committee (CCITT): national and international study group meetings, plenary assembly meeting (every four years); plenipotentiary conference.

DOC/PLI-010 *Formerly Identified as:* DOC-PL-20
Multilateral Relations
Description: Information pertaining to Canada's involvement in international organizations with responsibilities for international telecommunications services, for the elaboration of international guidelines for such services, or for the discussion of communications issues. *Topics:* International Telecommunications Satellite Organization (INTELSAT); International Maritime Satellite Organization (INMARSAT); International Committee on Space Research (COSPAR); Search and Rescue Satellite (SARSAT); Inter-governmental Maritime Consultative Organization (IMO); International Civil Aviation Organization (ICAO); Commonwealth Telecommunications Organization (CTO); Conference of Inter-American Telecommunications Commission (CITEL); United Nations Committee on Peaceful Uses of Outer Space (UNCOPUOS); United Nations Educational, Scientific and Cultural Organization (UNESCO); Organization for Economic Co-operation and Development (OECD); North Atlantic Treaty Organization (NATO).

DOC/PLI-015 *Formerly Identified as:* DOC-PL-30
Bilateral Relations
Description: Information on Canada's bilateral relations with other nations in the field of communications to ensure the successful pursuit of Canada's multilateral and bilateral interests, and the promotion of Canadian trade and industry. *Topics:* Spectrum co-ordination matters; cable and satellite retransmission rights; communications development in developing countries; satellite services-mobile, direct broadcasting satellites (DBS); implementation of ITU conference decisions; domestic and international communications policies.

DOC/PLI-020 *Formerly Identified as:* DOC-PL-40
International Cultural Liaison
Description: Information dealing with Canada's bilateral and multilateral involvement in the field of culture such as the provision of expertise and support on the international aspects that influence the establishment and implementation of cultural and artistic policies, activities and programs; formulation of recommendations for participation in international cultural meetings and conferences; preparation of briefs on international cultural matters and follow-up action and implementation of international cultural programs. *Topics:* International aspects of cultural policy, programs and activities; international protection of Canada's cultural interests; United Nations Economic, Scientific and Cultural Organization (UNESCO); Agence de Coopération culturelle et technique (ACCT); Council of Europe (cultural matters); Commonwealth (cultural matters); cultural visits and missions; bilateral cultural joint commissions; international marketing support of Canadian cultural products; negotiations of bilateral film and television products; co-production agreements.

DOC/PLB-025 *Formerly Identified as:* DOC-PL-50
Broadcasting Policy
Description: Information on the formulation of policies and programs and on implementation strategies to develop broadcasting in a way that contributes to Canadian social, cultural and economic objectives. Information on the development and implementation of comprehensive analyses in the field of broadcasting, including the operational monitoring of the Canadian Broadcasting Corporation and broadcast-related activities of Telefilm Canada. *Topics:* Broadcasting, radio; broadcasting, television: projects, reports, policies and programs; television and CATV projects, reports, policies and programs; broadcasting, cable television projects, reports, policies and programs; Canadian Broadcasting Corporation; International Broadcasting Policy; news and specialized broadcasting services; pay television; program production; radio policy; Canadian Broadcast Program Development Fund; Telefilm Canada (broadcast-related activities). *Databases:* Radio, television and cable micro database containing information on broadcasting and cable industries that can be retrieved quickly for statistical analysis; telecommunications macro database containing information on broadcasting, cable television, telephony and telecommunications industries that can be retrieved quickly for statistical analysis.

DOC/PLB-030 *Formerly Identified as:* DOC-PL-60
New Content Services Policy
Description: Information on policies, programs and proposals for non-programming services, including videotex and teletext services, broadcasting, and related communication technologies. Information is also available on office communications systems as the Department is taking part in a field trial on office automation. *Topics:* Microelectronics and social policy; transborder data flow; media and social policy; special interest groups; human and social impact committee; office communications systems program; videotex/teletext; new technology: software and services; applied technologies: arts and culture; new technologies and the disabled; microcomputer services and networks; computer courseware; educational services; Telidon program; University Research Program.

DOC/PLB-035 *Formerly Identified as:* DOC-PL-70
Regulatory Policy
Description: Information on the development of policies and legislative measures related to the regulation of telecommunications; specifically radio, television and cable television. *Topics:* Legislation; regulations; directives to the CRTC; appeals to the Governor-in-Council (section 23 of the *Broadcasting Act*); status of cable television; copyright law and cable rediffusion of broadcasts.

DOC/PLB-040 *Formerly Identified as:* DOC-PL-80
Extension of Services and Special Audiences Policy
Description: Information on policies, programs and proposals related to the extension and improvement of broadcasting, cable, telecommunications, and new programming and non-programming services for Canadians who are inadequately served by the broadcasting system because of their geographic location or their special cultural, social or physical requirements. *Topics:* Extension of services; northern communications; native communications; Northern Native Broadcast Access Program; communications and the handicapped; broadcasting and social applications of satellites; multilingual broadcasting.

DOC/PLT-045 *Formerly Identified as:* DOC-PL-90
Industry Structure and Services
Description: Policies relating to corporate relations and services in the telecommunications carriage industry. *Topics:* Legislation; competition; terms and conditions of service; terminal attachment.

DOC/PLT-050 *Formerly Identified as:* DOC-PL-100
Spectrum and Orbit Policy
Description: National telecommunications policies on spectrum, orbital assignment and radio systems. *Topics:* Frequency allocation policy; spectrum utilization policy; radio system policy; orbit policy.

DOC/PLT-055 *Formerly Identified as:* DOC-PL-110
Network Development and Standards
Description: National policies related to the orderly development and implementation of telecommunications networks. *Topics:* Network development; standards policy; northern communications.

DOC/PLT-060 *Formerly Identified as:* DOC-PL-120
Financial and Regulatory Policy
Description: Policies relating to the regulation of the telecommunications industry. *Topics:* Telecommunications regulation; financial statistics.

DEPARTMENT OF COMMUNICATIONS

DOC/PLR-065 *Formerly Identified as:* DOC-PL-130
Federal-Provincial and Regional Relations (Revised)
Description: Information on relations between the Department and the provincial or territorial departments responsible for communications and cultural affairs. *Topics:* Communications: bilateral relations with provinces and territories; broadcasting; carriage; committees; conferences; co-operation and liaison; division of powers, constitutional matters; legislation and regulations; multilateral and bilateral meetings; research; space; spectrum management; cultural affairs: provinces and territories; cultural industries; federal cultural agencies; heritage; the Department's Regional Dimension Action Plan and economic regional development agreements with provinces.

DOC/PLS-070 *Formerly Identified as:* DOC-PL-140
Information Services
Description: Information on the planning, management and activities of Information Services. *Topics:* Public affairs; publications and creative services; audio-visual and exhibitions services. *Storage Media:* Files, slides, photos, films, video cassettes.

DOC/PLP-075 *Formerly Identified as:* DOC-PL-150
Legislation, Cabinet Liaison and Planning
Description: Information on legislative and Cabinet liaison processes and on strategic financial and policy planning. *Topics:* Telecommunications and broadcasting legislation; Crown corporations; regulatory reform; strategic planning.

DOC/TIP-080 *Formerly Identified as:* DOC-TI-200
Technology and Policy Assessment Activities
Description: Information about technological trends and priorities and the technical, economic, institutional, regulatory and social impacts of those key technologies. *Topics:* Technology and industry: regulations and policy; telecommunications applications assessment; Telidon, artificial intelligence, direct broadcasting satellites, sharp project, mobile satellite, office communications systems, information technology; standards; technology forecasting; studies.

DOC/TIA-085 *Formerly Identified as:* DOC-TI-230
Space Applications (Revised)
Description: This branch consists of four programs: Satellite Prime Contractor Development Program, to support Spar Aerospace Limited in a three year research and development program for advanced satellite payload sub-systems development; the Brazil Support Program to manage, on behalf of CIDA, the Spar-Embratel satellite training contract with Spar Aerospace, and the Canada-Brazil Technical Co-operation Program; the ESA Communications Program, to perform management functions relating to Canadian participation in the Olympus program of ESA; the EHF Program, to plan and implement a program of EHF technology trials on the Olympus satellite. *Topics:* Satellite Prime Contractor, BRASILSAT support, ESA Programs management, Olympus (L-SAT) Program participation, and EHF Program planning and implementation.

DOC/TIA-090 *Formerly Identified as:* DOC-TI-240
Mobile Satellite Program (Revised)
Description: The Mobile Satellite (MSAT) Program, begun in the latter part of 1980, exists to foster development of new mobile telecommunications services in Canada. The program has changed from a government demonstration system to a commercially led Canada-US joint venture supported by both the Department and NASA. Under the revised program Telesat Canada is to seek agreements with a US commercial operator to be licensed by the FCC. Telesat is to design the system and procure the spacecraft. The Department's responsibilities during the Implementation Phase include supporting technology development for the spacecraft and ground terminals, supporting Telesat in negotiation of business arrangements in Canada and the US, ensuring adequate spectrum allocation and sharing arrangements with the US, issuing supportive telecommunications policies, and supporting Telesat by the sharing of technological and market risk in the first generation system. *Topics:* Program and project control; system and service description; committees and working groups; international liaison; domestic and international agreements; program development; contracts and studies plan; spectrum sharing and allocation; policy and regulatory issues.

DOC/TIA-095 *Formerly Identified as:* DOC-TI-250
Telidon Exploitation Program
Description: This program, which ran from 1983 to 1985 and is now terminated, promoted the use of Telidon technology in Canadian industries and institutions by supporting the development of new and better content and applications. *Topics:* Content development; industrial applications; government and educational applications; data base management; software development; Telidon Information Management System; Public Access Exhibition System; Telidon impact assessment.

DOC/TIA-100 *Formerly Identified as:* DOC-TI-260
Office Communications Systems
Description: The Office Communications Systems (OCS) Program, begun in 1981, is developing a Canadian industrial capability for supplying integrated electronic office systems by supporting field trials in federal government departments. *Topics:* Program planning; field trials; impact assessment; task forces, study and working groups; studies and research program.

DOC/TIA-105 *Formerly Identified as:* NO REFERENCE
Informatics Applications (New)
Description: This program is in the planning stages. It will promote the use and development of Canadian informatics products and services to benefit the Canadian economic and social climate by providing awareness services and in some cases the possibility of support programs. *Topics:* Artificial intelligence, machine translation, office automation, networks development, electronic publishing, software development, database management, information management, impact assessment.

DOC/TII-110 *Formerly Identified as:* DOC-TI-210
Industry Development Program
Description: Involves the complementary activities of economic development, industry development and marketing support to promote effective government leadership in support of the space, informatics, and telecommunications industries. *Topics:* Program planning; reports and studies; industrial objectives and opportunities; industrial capabilities and requirements monitoring; government support; international bid support: marketing support; earth stations development; industrial aspects of cellular radio.

DOC/TII-115 *Formerly Identified as:* DOC-TI-220
David Florida Laboratory
Description: The David Florida Laboratory supports the Canadian aerospace and communications industries by operating environmental test facilities simulating conditions in space, by providing expert consultation on test programs and by developing integration and test techniques required by modern spacecraft. *Topics:* Facilities: certification; electronic support; electrical support; data processing system; radio frequency test; horizontal axis measurements system; spacecraft assembly; system test equipment; spin machines; thermal vacuum systems; vibration unit; integration and tests; satellite testing; Saudi Arabian satellite; ANIK-C; ANIK-D; Australian Domestic Satellite; Brazilian Domestic Satellite; Large Satellite; military satellite; mobile satellite; search and rescue satellite.

DEPARTMENT OF COMMUNICATIONS

DOC/TIT-120 *Formerly Identified as:* DIC-TI-270
Government Telecommunications Program
Description: The Government Telecommunications Program provides a full range of telecommunications facilities and services for federal departments and agencies, including shared and customized voice and data, government of Canada telephone directories, and consulting and advisory services. In addition, the agency discharges functions for the overall planning and co-ordination of telecommunications services on behalf of the federal government. *Topics:* Systems: data, dedicated, voice, shared, inter-city network consolidation, teleconferencing; co-ordination: guidelines and standards, inter-departmental co-ordination, telecommunications projects, research, policy and planning.

DOC/REC-125 *Formerly Identified as:* DOC-RE-370
Radar Research (Revised)
Description: Radar research and development on behalf of the Department and the Department of National Defence. Activities include research aimed at improving radar performance, the development of radar systems through industrial contracts, studies and field measurements to assess radar performance and to assist in the definition of new requirements, consultation on major radar procurement projects, and international collaboration on radar research and development. *Topics:* Airborne, maritime, ground-based and space-based radars; signal and data processing; phased array radars; synthetic aperture radars; clutter measurements; TTCP; NATO; RADARSAT.

DOC/REC-130 *Formerly Identified as:* DOC-RE-380
Radio Propagation
Description: Information on the transmission of radio waves in the very low frequency (VLF) through the extra high frequency (EHF) bands and the design and management of analog and digital communication systems. *Topics:* VHF/UHF propagation studies, experiments and modelling; International Satellite for Ionospheric Studies; Space Shuttle/Waves in Space Plasmas project; VLF/LF/MF/HF studies and models; microwave propagation studies and experiments.

DOC/REC-135 *Formerly Identified as:* DOC-RE-390
Radio Communications
Description: Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. *Topics:* Radio communications technology: radio frequency environment, radio systems techniques; radio communications surveillance: high frequency radio findings, military communications.

DOC/REC-140 *Formerly Identified as:* DOC-RE-400
Optical Communications
Description: Information on applied research in fibre optics, opto-electronics and photonics; transfer of new technology to industry; fostering of a Canadian fibre optics industry; national and international fibre optics standards; fibre optics-related research in universities; military requirements for fibre optics technology. *Topics:* Research; field trials; military programs; reports on high data rate fibre optics communications; industry contracts; fibre optics standards.

DOC/REC-145 *Formerly Identified as:* DOC-RE-410
Military Communications Research and Development (Revised)
Description: Information on military communications systems development and research and development for defence purposes. *Topics:* Modulation and coding; electronic counter-countermeasures; voice and data networks and simulation.

DOC/REI-150 *Formerly Identified as:* DOC-RE-350
Information Technology and Systems
Description: Information on research and development in information communications technologies and systems in Canada. *Topics:* Information technology; advanced information systems; networks and standards; behavioural research; artificial intelligence.

DOC/REI-155 *Formerly Identified as:* DOC-RE-360
Behavioural Research
Description: This bank contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years that the project is active; otherwise, active for the current fiscal year; and thereafter, inactive but retrievable for the next two years, after which it is stored in archives.

DOC/RES-160 *Formerly Identified as:* DOC-RE-300
Space Applications Research and Development
Description: Information on Canadian experimental satellites and satellite communications experiments. *Topics:* Space applications research; direct broadcast satellite studies; 30/20 GHz satellite trials; spectrum and orbit utilization studies; ANIK-B satellite: spacecraft, communication systems, pilot programs, proposals; spacecraft ground control: satellite communications. ISIS satellite; HERMES; Communications Technology Satellite (CTS): reports, experiments, operations, earth terminals; Radarsat.

DOC/RES-165 *Formerly Identified as:* DOC-RE-310
Space Electronics Research and Development
Description: Information on electronic subsystems, components and devices for space communications systems in the areas of millimeter wave, microwave, digital technology and reliability. *Topics:* Spacecraft transponders; earth terminals; antennas; device and component development; device and material reliability; spacecraft power systems and batteries.

DOC/RES-170 *Formerly Identified as:* DOC-RE-320
Space Systems Research and Development
Description: Information on the research and development of communications and other space systems and subsystems. *Topics:* Space communications systems research; military satellite communications; search and rescue satellite (SARSAT); mobile satellite communications; communications signal processing; low-cost satellite telephony terminals.

DOC/RES-175 *Formerly Identified as:* DOC-RE-330
Space Mechanics Research and Development
Description: Information on the research, design and development of spacecraft and their performance. *Topics:* Satellite orbits; satellite dynamics and control systems; satellite structures and mechanisms; satellite materials; system simulations, displays and graphics; solar arrays; in-orbit spacecraft experiments; research testing of control systems, flexible structures, thermal controls and materials for structures and mechanisms.

DOC/RES-180 *Formerly Identified as:* DOC-RE-340
Space Technology Research and Development
Description: Information on the overall program elements of space technology and research and development applications. *Topics:* Space research and development policy considerations; domestic and world space program activities; space technology transfer; branch program management and operations.

DOC/RER-185 *Formerly Identified as:* DOC-RE-420
Research Policy and Planning
Description: Information on the planning of the communications research programs and the development of policies to govern Canadian research in communications. *Topics:* Present status of communications; planning; technology; communications; space, industrial development; military; university research; development of space subsystems and components (Department of Supply and Services Canada); international collaboration.

DOC/REA-190 *Formerly Identified as:* DOC-RE-430
Canadian Work Place Automation Research Centre (Revised)
Description: This class of documents contains information about the programs to be carried out at the Centre. *Topics:* Integrated systems; advanced workplace technology; organizational and societal research; scientific and strategic information network.

DOC/SMS-195 *Formerly Identified as:* DOC-SM-500
Spectrum Management Operations
Description: This class of documents contains information on the application of the *Radio Act* and the development and administration of regulations. *Topics:* Call signs; procedures; standards and practices; regulations; spectrum management; computer system operation: data management, Assignment Licensing System (PIB 2004), General Radio Service Licensing System; interference: complaints and suppression; prosecutions for unauthorized installations; Radio Operator Certification Records; frequencies: co-ordination, amateur, experimental, private and public commercial, radio telephone, ships; monitoring (spectrum surveillance).

DOC/SMB-200 *Formerly Identified as:* DOC-SM-520
Broadcast Regulations
Description: This class of records contains information on the technical certification for the granting of broadcast licences by the Canadian Radio-television and Telecommunications Commission, technical standards for broadcasting equipment, development and implementation of radio frequency plans, and frequency assignment criteria and certification procedures. *Topics:* Call signs; technical methods; standards and procedures; broadcast and television engineering program; technical construction and operating certificates; frequencies: AM broadcasting, FM broadcasting, television.

DOC/SME-205 *Formerly Identified as:* DOC-PA-810
Emergency Telecommunications
Description: Information on emergency telecommunication planning in support of the Department's mandate summarized in Emergency Planning Order PC 1981-1305 dated 21 May 1981. *Topics:* Emergency measures and crisis management; inter-departmental committee on emergency planning; civil emergency preparedness: Canada, emergency programs, contingency plans, national warning system, emergency broadcast system, emergency planning and support by regions, NATO, US/Canada, military and civil exercises.

DOC/SMG-210 *Formerly Identified as:* DOC-SM-510
Engineering
Description: This class of document contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures. *Topics:* Equipment type approval; technical methods, practices and procedures, and standards; development and engineering; spectrum management: assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, automated systems development.

DOC/ACL-215 *Formerly Identified as:* DOC-AC-600
Planning: Cultural Affairs
Description: Information on resource and policy planning. *Topics:* Strategic plan; financial statistics; cultural agencies; national service; organizations policy; cultural corporations policy; corporate policy.

DOC/ACF-220 *Formerly Identified as:* DOC-AC-610
Film, Sound Recording, and Publishing Policy
Description: Information on cultural industries in general, their markets, industry participants, related departmental and agency programs, industry associations and policy issues. *Topics:* Canadian ownership; imports and exports; federal cultural agencies: Telefilm Canada, National Film Board; foreign investments/FIRA; tax issues; financial assistance; training and development; postal subsidies.

DOC/ACA-225 *Formerly Identified as:* DOC-AC-620
Museums, Libraries and Archives Policy
Description: Correspondence, memoranda and reports relating to museums, libraries and archives policy issues. *Topics:* Heritage; historical resources; libraries; museums; archives.

DOC/ACA-230 *Formerly Identified as:* DOC-AC-630
Canadian Cultural Agencies (Revised)
Description: Correspondence, memoranda and reports relating to the following Canadian cultural agencies: National Library of Canada, National Museums of Canada, Canada Museums Construction Corporation, Public Archives Canada, Canada Council, and National Arts Centre. *Topics:* National Library: mandate, policies, programs, facilities; National Museums (including the National Gallery, the National Museum of Man, the National Museum of Natural Sciences, and the National Museum of Science and Technology): mandate, policies, programs, facilities; Canada Council: organization and legislation, programs and development, requests for information and assistance; National Arts Centre: facilities, organization and legislation, financial policy, resident companies.

DOC/ACA-235 *Formerly Identified as:* DOC-AC-640
Performing, Visual and Literary Arts Policy
Description: Correspondence, memoranda and reports relating to performing, visual and literary arts policy issues. *Topics:* Arts; performing arts; Capital Grants Program; music; theatre; dance; taxation: Canadian artists, tax issues and treatment of the artists; federal sales tax; tax expenditures; tax incentives and fiscal measures; Trade-in-Services (task force); visual arts; crafts; exhibitions and fairs; literary arts.

DOC/ACP-240 *Formerly Identified as:* DOC-AC-650
Social Policy
Description: This directorate formulates departmental social policy to enable the federal government to influence actual or expected impacts of new communications services and cultural incentives on Canadian society. *Topics:* Social policy development; sociocultural impact studies; technology assessment.

DOC/ACC-245 *Formerly Identified as:* DOC-AC-660
Copyright Policy Development
Description: Information on the formulation and recommendation of departmental copyright policy and associated legislative development at departmental and inter-departmental levels. *Topics:* Criteria for copyright protection; subject matter of protection; economic and moral rights of copyright owners; ownership of copyright; exceptions to protection; term of protection; infringement of copyright and

remedies; briefs and submissions relating to the above; copyright-based industries; interfacing of communications; copyright policies.

DOC/ACS-250 *Formerly Identified as:* DOC-AC-670
Assistance to Book Publishers
Description: Separate files are maintained for each application under the program's eight components. Files contain information on the corporate and financial status of the book publisher or industry group involved. Project specifications and all correspondence is included on file. The program also maintains an automated data bank with financial information on each applicant. *Topics:* Assistance programs: sales and marketing assistance; production of Canadian textbook and related materials; company analysis and implementation; project research and implementation; foreign rights marketing; professional development; research and documentation; export development; studies related to program performance.

DOC/ACS-255 *Formerly Identified as:* DOC-AC 680
Canadian Film and Videotape — Certification
Description: An automated information bank containing information on applications from producers for certification of their film and videotape productions. An additional manual and automated filing system exists containing individual application forms and supporting documentation. *Topics:* Numbers of certified shorts and features by year, total budgets; percentages of key creative Canadians used by year; percentages of remuneration paid to Canadians special requests for statistics wherever possible. Individuals performing key creative functions, percentages of Canadian costs, location and time of shooting, as well as such confidential information as budgets, prospectuses and audited statements; this class of documents contains personal information of creative personnel, such as name, address and citizenship, which is listed in further detail in the Privacy Index.

DOC/ACS-260 *Formerly Identified as:* DOC-AC-690
Canadian Content and the Incentive Policy Information
Description: Information on policies of various government bodies and trade associations relating to the Capital Cost Allowance Program. *Topics:* Information on policy matters relating to Canadian content and tax incentives of bodies such as the Canadian Association of Motion Picture Producers; Canadian Film and Television Association; Canadian Radio-television and Telecommunications Commission; Telefilm Canada; Institut Québecois du cinéma; Alberta Film Development Corporation; Revenue Canada; Department of Finance; documents dealing with various policy issues related to the Capital Cost Allowance Program.

DOC/ACS-265 *Formerly Identified as:* DOC-AC-700
Cultural Initiatives Program: Applications for Financial Support
Description: Information concerning projects for which financial support has been requested from the program. *Topics:* Management and viability of cultural organizations; special activities and events; capital projects.

DOC/ACS-270 *Formerly Identified as:* DOC-AC-710
Travelling Exhibitions: Applications for Insurance
Description: The program maintains separate files on each application for insurance coverage from a Canadian museum, gallery, archive or library. The files contain information regarding the facilities of the applying institution, details of the materials making up the travelling exhibition in question and their value, and correspondence relating to the application. *Topics:* Insurance for travelling exhibitions; museums; galleries; archives; libraries.

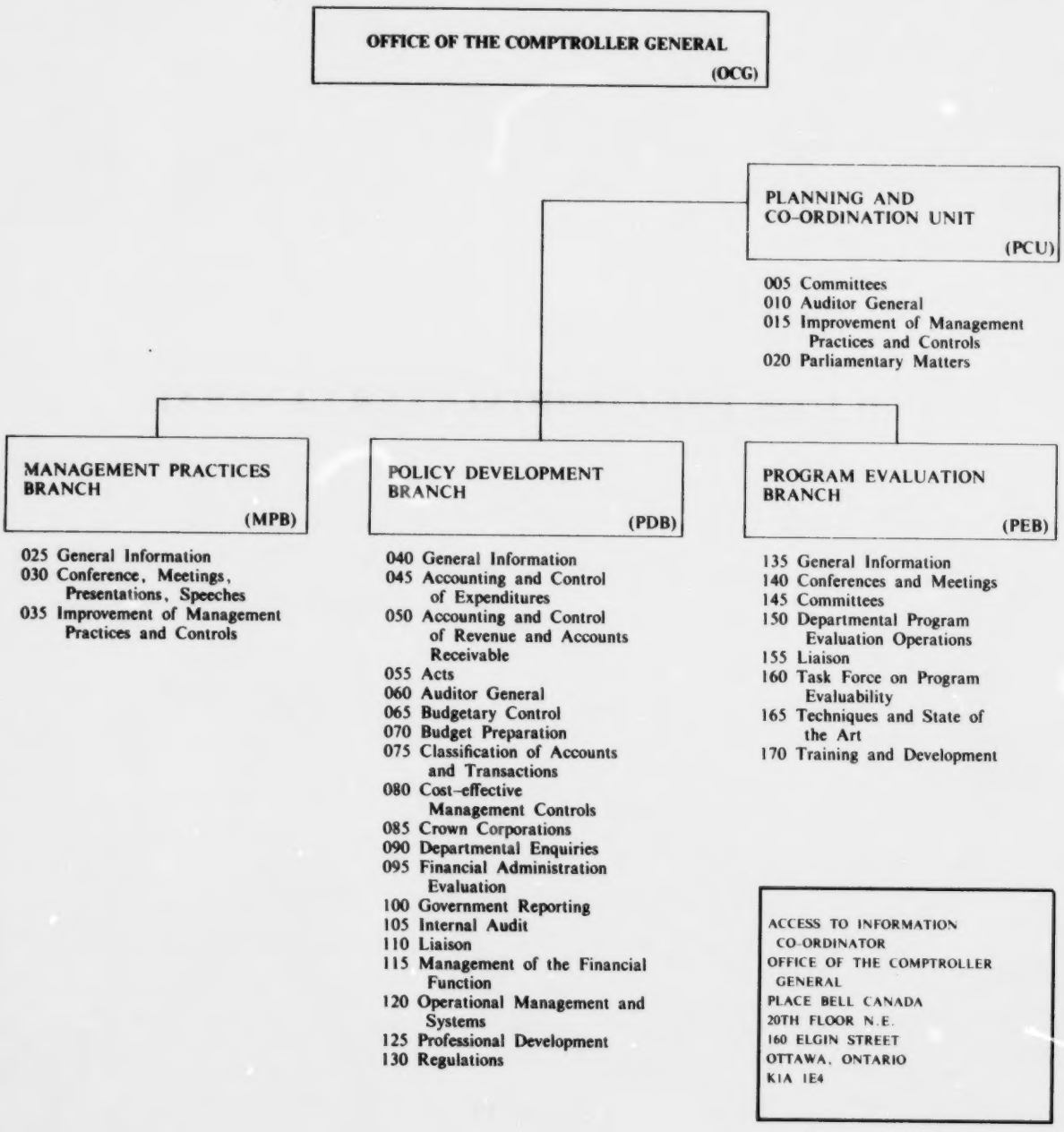
DOC/ACS-275 *Formerly Identified as:* DOC-AC-730
Movable Cultural Property: Policy and Activities
Description: This class of documents contains information about the departmental activities related to the *Cultural Property Export and Import Act*. It includes files on the administration of the *Cultural Property Export and Import Act*, the applications for designation of institutions and public authorities as eligible recipients of cultural property grants, loans and tax certificates: applications for grants and loans, and files on applications for export permits. *Topics:* Purpose of the Act, amendments and associated instruments; policy concerning patriation of cultural objects, certification for tax purposes, export and import control; case files of illegal imports and exports; designation of eligible institutions; cultural property grants and loans; export permits; cultural property export control; cultural property protection in other countries.

DOC/SCS-280 *Formerly Identified as:* DOC-PA-800
Communications Electronic Security
Description: Information on the communications electronic security (COMSEC) program in relation to the Department's mandate to provide advice and guidance to most federal departments and agencies, the development of COMSEC doctrine and policy formulation and the provision of engineering support and co-ordination of equipment acquisition. *Topics:* COMSEC policy, COMSEC equipment and COMSEC support.

OFFICE OF THE COMPTROLLER GENERAL

Chapter 33

OFFICE OF THE COMPTROLLER GENERAL



OFFICE OF THE COMPTROLLER GENERAL

Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the *Financial Administration Act*, on June 30, 1978. The Comptroller General reports to the President of the Treasury Board.

Overall Responsibilities

The role of the Office of the Comptroller General (OCG) is to see to the establishment and maintenance of sound management practices in the federal government.

OCG officials work with program managers and departmental specialists to establish policy and to give advice on management practices, particularly in areas such as financial and management accounting and reporting, internal audit, and program evaluation.

The Office of the Comptroller General has three branches plus a Planning and Co-ordination Unit.

Access Procedures

Access to Information and Privacy Co-ordinator
Office of the Comptroller General of Canada
Place Bell Canada
20th Floor N.E.
160 Elgin Street
Ottawa, Ontario
K1A 1E4
Telephone: (613) 993-6480

Management Practices Branch

The branch works with deputy ministers and departmental senior managers to ensure that departments develop, use and implement sound management practices tailored to their needs and an integrated approach to financial and non-financial planning and reporting, to improve management practices and controls.

Co-operation between the branch and the departments takes the form of an OCG survey to identify areas where improvements are needed, an action plan by each department to carry out the improvements, and the implementation of the plan, which is carried out by the department and monitored by the OCG.

The Management Practices Branch also manages and/or participates in the conduct of special management projects that are both departmental and interdepartmental in nature.

Manuals

- Branch Policies and Procedures Manuals

Policy Development Branch

The branch develops and maintains financial and management accounting policies for the Government of Canada and offers technical and implementation advice to departments and agencies on these policies. It also provides specifications for the development of financial systems in government, and participates in the recruitment and development of financial officers in departments.

The branch is also responsible for reporting policies in the federal government, including the form and content of the estimates and the public accounts. The Policy Development Branch also develops, maintains, monitors and helps departments to implement policies, guidelines and standards for internal audit in the Government of Canada. Finally, the branch is responsible for the co-ordination and preparation of the government's response to the Auditor General's annual report.

Manuals

- Glossary of Financial Terms
- Internal Audit Handbook
- Performance Measurement Manual
- Specifications for Departmental Systems Manual
- Catalogue of Financial Systems
- Treasury Board Guide on Financial Administration
- Accounting and Reporting Handbook
- Guide to the Estimates of the Government of Canada

Program Evaluation Branch

The branch is responsible for seeing that departments implement Treasury Board policy on program evaluation. This branch works with departments and agencies to ensure that periodic, critical and objective examination of programs becomes an established practice in the management of the public service. The principal activities of the Program Evaluation Branch include the definition of government-wide policies and standards for program evaluation; advice and assistance to departments in the development and ongoing operation of this function; participation in the training and development of managers and practitioners of program evaluation; monitoring the quality of evaluation products; and, in conjunction with other central agencies, establishing government-wide and departmental procedures for the use of evaluation information.

Manuals

- Guide on the Program Evaluation Function
- Principles for the Evaluation of Programs

Classes of Records

OCG/PCU-005 *Formerly Identified as:* OCG-10
Committees
Description: Information on committees that the Comptroller General chairs and those of which he or she is a member, such as the Treasury Board Secretariat Advisory Committee (TBSAC); Committee of Senior Officials (COSO) and Cabinet Committee on Government Operations; also historical records such as the Federal Business Development bank loan applications.

OCG/PCU-010 *Formerly Identified as:* OCG-30
Auditor General
Description: Information on the Office of the Auditor General and general correspondence between the Office of the Auditor General and the Office of the Comptroller General. *Topics:* Study of procedures in cost-effectiveness (SPICE).

OCG/PCU-015 *Formerly Identified as:* OCG-40
Improvement of Management Practices and Controls
Description: General information on the establishment of improvement of management practices and controls (IMPAC) project.

OCG/PCU-020 *Formerly Identified as:* OCG-50
Parliamentary Matters
Description: General information on parliamentary matters. *Topics:* Minister's House Book.

OCG/MPB-025 *Formerly Identified as:* OCG-60
General Information
Description: General information on the Cabinet Committee; central agency requirements; departmental contacts; expenditure management framework; liaison, management consultants; project on operational control in scientific research; training and development.

OCG/MPB-030 *Formerly Identified as:* OCG-70

Conferences, Meetings, Presentations, Speeches

Description: Information on conferences, meetings, presentations, and speeches on a wide variety of subjects pertaining to the improvement of management practices and controls.

OCG/MPB-035 *Formerly Identified as:* OCG-80

Improvement of Management Practices and Controls

Description: Information on improvement of management practices and controls, Surveys I, II, III; the development and implementation of action plans (including monitoring); implementation assistance program (IAP), departmental strategies, and anniversary meetings. *Special Access Note:* Action plans are produced by departments and are their property.

OCG/PDB-040 *Formerly Identified as:* OCG-90

General Information

Description: Policies for financial administration in departments and agencies of the Government of Canada; accrual accounting; Canada Year Book; common services; interdepartmental charging; lease or buy; legal opinions; legislation; mail management; accounting studies implementation plan; Public Works Canada revenue dependency; review of Supply and Services Canada implementation resources; Royal Commission on Financial Management and Accountability (Lambert Commission); Department of Finance monthly reports on the standard rate of exchange; transfer of costs between departments.

OCG/PDB-045 *Formerly Identified as:* OCG-100

Accounting and Control of Expenditures

Description: Information on the delegation and communication of financial signing authorities by ministers and deputy heads in a manner that provides controls on the disbursement of public money through adequate enforcement of an appropriate division of responsibilities. *Topics:* Account verification and payment requisitioning; accounting for inventories; control of Receiver General cheques; accounting and control procedures; cheque issue security and bank losses; corporate credit card; departmental bank accounts; grants and contributions; payable at year end (PAYE); standard payment period and interest payment policies; pay procedures; petty cash.

OCG/PDB-050 *Formerly Identified as:* OCG-110

Accounting and Control of Revenue and Accounts Receivable

Description: Information on controls of the operational and financial systems of the Government of Canada. *Topics:* Collection and deletion of debts due the Crown; interdepartmental settlements; standing advances; standing interdepartmental committee.

OCG/PDB-055 *Formerly Identified as:* OCG-120

Acts

Description: Information on certain Acts that apply to the Public Service of Canada such as the *Adjustment of Accounts Act*.

OCG/PDB-060 *Formerly Identified as:* OCG-130

Auditor General

Description: Information on the *Auditor General's Act;* and the independent review committee of the Office of the Auditor General (Wilson Committee) and reports.

OCG/PDB-065 *Formerly Identified as:* OCG-140

Budgetary Control

Description: Information on Governor General's warrants; commitment accounting; managerial control of budgets.

OCG/PDB-070 *Formerly Identified as:* OCG-150

Budget Preparation

Description: General information on budget preparation, program planning and budgeting.

OCG/PDB-075 *Formerly Identified as:* OCG-160

Classification of Accounts and Transactions

Description: Information on classification and coding of financial transactions of the Government of Canada. *Topics:* Classification and coding project; expenditure and revenue coding; study of classification and coding of financial transactions (N.G. Ross Study, 1973-75).

OCG/PDB-080 *Formerly Identified as:* OCG-170

Cost-effective Management Controls

Description: General information on cost control, departmental responses and revenue and cost recovery.

OCG/PDB-085 *Formerly Identified as:* OCG-180

Crown Corporations

Description: General information on Crown corporations; also their audit, financing and mailing lists.

OCG/PDB-090 *Formerly Identified as:* OCG-190

Departmental Enquiries

Description: Information on enquiries to the Office of the Comptroller General of Canada from departments and agencies on subjects where no specific class of records exists.

OCG/PDB-095 *Formerly Identified as:* OCG-200

Financial Administration Evaluation

Description: A study to evaluate the results of the transfer of financial responsibilities to departments and agencies from central control agencies. *Topics:* Canadian Radio-television and Telecommunications Commission (CRTC); Environment Canada; Health and Welfare Canada; Veterans Affairs Canada.

OCG/PDB-100 *Formerly Identified as:* OCG-210

Government Reporting

Description: General information on government reporting of public expenditures. *Topics:* Public accounts; reform of the main estimates; revolving funds and working capital advances; study of the accounts of Canada (N.G. Ross Study 1973-75); valuation of recorded assets.

OCG/PDB-105 *Formerly Identified as:* OCG-220

Internal Audit

Description: Information on internal auditing within the federal government: the systematic, independent review and appraisal of all departmental operations, including administrative activities, for the purpose of advising the deputy minister and senior managers on the efficiency, economy and effectiveness of the internal management practices and controls, internal audit input into program evaluation activities, as warranted and policy statements, guidelines and standards by the Office of the Comptroller General of Canada to departments and agencies. *Topics:* Audit and evaluation; committees; employment and staffing; improvement of management practices and controls; action plans, Survey I, II; long-term audit plans; performance assurance; research projects; study of internal audit; liaison; handbook.

OCG/PDB-110 *Formerly Identified as:* OCG-230

Liaison

Description: Information on the exchange of information between the federal government and provincial and territorial governments, universities, foreign countries and accounting associations.

OCG/PDB-115 *Formerly Identified as:* OCG-240
Management of the Financial Function
Description: General information on the management of government finance; also the improvement of management practices and controls.

OCG/PDB-120 *Formerly Identified as:* OCG-250
Operational Management and Systems
Description: Information on the periodic performance measurement by departments and agencies of the federal government whose programs are subject to Treasury Board review, of the effectiveness and efficiency of their operations. *Topics:* Annual EDP reports and plans; committees, commissions; departmental financial reporting systems (TIMAC); liaison — commercial suppliers, departments and agencies; performance measurement — development and implementation, improvement of management practices and controls project (IMPAC), program forecast analysis, projects, administrative overhead, food inspection, reports, reviews; publications; specifications for departmental systems — introduction, managerial control systems, financial and operational control systems, appendices; study of duplication of financial reports; systems inventory; systems projects. *Retrievability:* Files are arranged by subject, department, agency, committee, commission, province, territory, commercial supplier, project and manual.

OCG/PDB-125 *Formerly Identified as:* OCG-260
Professional Development
Description: Information on the planning and direction of human resources development in the federal public service. *Topics:* Classification, organization, staffing; committees — interdepartmental advisory committee on financial administration development (IACFAD); courses — departmental programs, financial officer recruitment and development program (FORD), government expenditures management (GEM), resourcing; liaison — universities; seminars; studies; professional development — classification, organization, staffing.

OCG/PDB-130 *Formerly Identified as:* OCG-270
Regulations
Description: Information on regulations that apply to the federal public service, such as the loss of money after public officers' guarantee.

OCG/PEB-135 *Formerly Identified as:* OCG-280
General Information
Description: Information on various policy and operational program evaluation projects carried out by the branch.

OCG/PEB-140 *Formerly Identified as:* NO REFERENCE
Conferences and Meetings (New)
Description: Information on conferences and meetings on a variety of subjects pertaining to program evaluation.

OCG/PEB-145 *Formerly Identified as:* OCG-290
Committees
Description: Information on committees dealing with program evaluation. *Topics:* Parliamentary Review of Program Evaluation (White Paper).

OCG/PEB-150 *Formerly Identified as:* OCG-300
Departmental Program Evaluation Operations
Description: Information on the development and implementation of program evaluation in departments and agencies.

OCG/PEB-155 *Formerly Identified as:* OCG-310
Liaison
Description: Information on co-operation and exchange of information on program evaluation matters with foreign governments, institutions, private citizens, provinces, universities, departments and agencies.

OCG/PEB-160 *Formerly Identified as:* OCG-320
Task Force on Program Evaluability
Description: Information on the establishment of a task force to work with departments to plan for the effective use of program evaluation in departmental management.

OCG/PEB-165 *Formerly Identified as:* OCG-330
Techniques and State of the Art
Description: Bibliography; operational and internal audit; program evaluability criteria; zero base budgeting; and A-base review.

OCG/PEB-170 *Formerly Identified as:* OCG-340
Training and Development
Description: Information on training and development in the field of program evaluation.

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

Chapter 34

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS
(CCA)

BUREAU OF CONSUMER AFFAIRS (BCA)

005 Energy Program
010 Foods
015 Consumer Products – Packaging and Labelling
020 Consumer Products – Precious Metals and Fur Garment Marking
025 Textile Labelling
030 Advocacy Programs
035 Consumer Help Offices
040 Enforcement Programs
045 Market Intelligence, Issues and Projects
050 Legal Metrology
055 Electricity and Gas
060 Weights and Measures
065 Legal Metrology OIML (Organisation internationale de métrologie légale) Programs
070 General Product Safety
075 Products
080 Testing

BUREAU OF CORPORATE AFFAIRS (COA)

085 Bankruptcy
090 Corporations
095 Copyright and Industrial Design
100 Patents
105 Trade Marks

BUREAU OF COMPETITION POLICY (BCP)

110 Combines
115 Standard Industrial Classification
120 Marketing Practices

BUREAU OF POLICY CO-ORDINATION (BPC)

125 Consumer Choice
130 Legislation and Regulations
135 Market Structure
140 Food and Economic Policy
145 Corporate Affairs Research and International Affairs
150 Audit, Evaluation and Control
155 Communications
160 Metric Conversion

OFFICE OF THE ASSISTANT DEPUTY REGISTRAR GENERAL (DRG)

165 Conflict of Interest
170 Registration

UFFI INFORMATION AND CO-ORDINATION CENTRE (UFF)

175 Urea Formaldehyde Foam Insulation (UFFI)

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
CONSUMER AND CORPORATE AFFAIRS CANADA
PLACE DU PORTAGE, PHASE I
23RD FLOOR, ZONE I
50 VICTORIA STREET
HULL, QUÉBEC
K1A 0C9

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

Background

The Department of Consumer and Corporate Affairs was created in 1967 to bring together, as much as was practical, federal law governing the marketplace.

The legislation and policies of the Department are designed to stimulate efficiency and productivity among suppliers of goods and services, and to promote fair economic treatment in commercial transactions for all concerned.

The Department is organized into four bureaus: Consumer Affairs, Competition Policy, Policy Co-ordination and Corporate Affairs. The work of the bureaus is supported by three service branches and field staff in the Atlantic, Québec, Ontario, Prairie and Pacific regions. The Department is also responsible for the administration of the metric conversion program and the UFFI assistance program.

Laws and Regulations

- An Act Respecting the Use of the Expression "Parliament Hill"
- Bankruptcy Act
- Bills of Exchange Act (ss.188-192)
- Boards of Trade Act
- Canada Agricultural Products Standards Act — enforcement of regulations related to the products at the retail level
- Canada Business Corporations Act
- Canada Co-operative Associations Act
- Canada Corporations Act
- Combines Investigation Act
- Companies' Creditors Arrangement Act
- Department of Consumer and Corporate Affairs Act
- Consumer Packaging and Labelling Act
- Copyright Act
- Electricity Inspection Act
- Farmers' Creditors Arrangement Act
- Fish Inspection Act — fish inspections in retail trade
- Food and Drugs Act — enforcement of regulations respecting deception; health and safety aspects of food administered by Health and Welfare Canada
- Gas Inspection Act
- Government Companies Operation Act
- Hazardous Products Act
- Hudson's Bay Company Act
- Industrial Design Act
- Insurance Companies, Canadian and British (ss.4.1, 4.3, 4.5)
- Interest Act
- National Trade Mark and True Labelling Act
- Patent Act
- Pension Fund Societies Act (ss. 4, 6, 7)
- Precious Metals Marking Act
- Public Documents Act
- Public Officers Act
- Public Servant Inventions Act (s.4)
- Seals Act
- Shipping Conferences Exemption Act (s. 12)
- Tax Rebate Discounting Act
- Textile Labelling Act
- Timber Marking Act
- Trade Marks Act
- Trade Unions Act
- Urea Formaldehyde Insulation Act
- Weights and Measures Act
- Winding-Up Act (Part I)

Organization

Bureau of Consumer Affairs

The bureau promotes and protects the consumer interest in the marketplace, thus contributing to the viability and integrity of the market economy.

The legislation the bureau administers includes the *Hazardous Products Act*, the *Consumer Packaging and Labelling Act*, the *Textile Labelling Act*, the *National Trade Mark and True Labelling Act*, the *Tax Rebate Discounting Act*, the *Weights and Measures Act*, the *Electricity Inspection Act* and the *Gas Inspection Act*. Compliance with the legislation is sought by means of trader information, inspection, persuasion and, ultimately, prosecution.

The bureau is responsible for enforcing legislation respecting manufactured foods at all levels of trade; and, at the retail level only, legislation respecting agricultural food products.

The bureau also promotes and protects the consumer interest through consumer information, advocacy within government and with industry, and by financial and technical support of consumer groups.

The bureau is organized into five headquarters branches: consumer products, consumer services, legal metrology, product safety, and management services; and five regional directorates: Atlantic (Dartmouth), Québec (Montréal), Ontario (Toronto), Prairie (Winnipeg) and Pacific (Vancouver). Services are available at 56 locations in Canada. In general, the branches are responsible for the development of policies and programs, while regional directorates are responsible for the adaptation and implementation of programs in their respective regions.

Bureau of Corporate Affairs

This bureau seeks to provide a legal framework for the orderly conduct of business. It incorporates federal, commercial and non-profit corporations, regulates bankruptcy proceedings for insolvent companies and individuals, and licenses and supervises trustees in bankruptcy. The bureau also encourages invention, innovation and creativity in Canada through the granting of exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works. Inventors and originators can thus control the copying of their creations, derive profit from them, and make them known to all Canadians.

Bureau of Competition Policy

The chief responsibility of this bureau is the administration of the *Combines Investigation Act*.

The purpose of the *Combines Investigation Act* is to help maintain effective competition to achieve maximum production, distribution and employment in a mixed system of public and private enterprise. To this end, the legislation seeks to eliminate certain practices that restrain trade and to overcome concentrations that tend to prevent the economic resources of Canada from being used most advantageously for all. The Act also contains provisions against misleading advertising and deceptive marketing practices.

In addition, the director of investigation and research is empowered to appear before various regulatory bodies in Canada to make

representations in support of the expansion or maintenace of competition in regulated markets.

The bureau also promotes public understanding of the content and scope of the Act and of the economic and social significance of an effective competition policy, and it represents Canada's interest in international competition policy issues.

Bureau of Policy Co-ordination

The bureau is responsible for research and policy analysis activities and liaison with external organizations in the area of consumer and corporate affairs. The bureau ensures the co-ordination of all communications and policy-related activities, and undertakes reviews of legislation administered by the Department. It has overall responsibility for evaluating and periodically auditing all departmental programs, and it co-ordinates planning activities at the corporate level.

The bureau is organized into three operational units: the policy research, analysis and liaison directorate; the communications branch; and the audit, evaluation and control branch.

Since April 1, 1985, the bureau has incorporated the metric office. The metric office was created to take over the duties involved in completing metric conversion in Canada, following the abolition of the Metric Commission on March 31, 1985.

Metric Commission

The Metric Commission of Canada, established by Order-in-Council PC 1971-1146 of June 10, 1971 for the purpose of advising the Minister on plans for conversion to the metric system in Canada, was abolished on March 31, 1985.

Office of the Assistant Deputy Registrar General

The office is responsible for implementing major aspects of the federal government's conflict of interest policy. It also registers instruments and documents issued under the Great Seal of Canada, the Seal of the Registrar General of Canada and the Privy Seal of the Governor General.

The deputy minister, who is also the deputy Registrar General of Canada, is supported by the finance and administration directorate, the personnel branch and the departmental secretariat.

Departmental Secretariat

The departmental secretariat is responsible for facilitating, co-ordinating and controlling the quality of contents, deadlines and consistency between the Department's policies and those of the government, with respect to written communications between the Minister, deputy minister and the Department, as well as communications between the Minister and deputy minister and government departments and agencies, the Privy Council Office, private associations and the general public. The secretariat has the responsibility for applying the legislation on access to information and the protection of privacy. The secretary is also responsible for the departmental status of women plan of action.

Finance and Administration Directorate

The general administration of finance, material and property, records and information systems, and library services is carried out by this directorate.

Personnel Branch

This branch is responsible for administering the personnel management system within the Department. It also provides service to departmental management and employees for the personnel functions of planning and staffing; training; organization and classification; staff relations and pay and benefits; affirmative action; official languages; occupational health and safety, security, fire and emergency; counselling; and personnel management information.

UFFI Information and Co-ordination Centre

The Urea Formaldehyde Foam Insulation (UFFI) information and co-ordination centre was created in June, 1981 to administer the technical and financial assistance program for homeowners with UFFI. This program, announced on December 23, 1981 by the Minister of Consumer and Corporate Affairs, was established to co-ordinate the action of federal agencies and departments involved in this issue, namely Health and Welfare Canada, the National Research Council, and the Canada Mortgage and Housing Corporation; to provide technical advice and assistance to registered homeowners on necessary remedial measures; and to reimburse registered homeowners, up to an amount of $5,000, for the costs incurred in the execution of remedial measures (including total removal), and other homeowners who, as of August 4, 1982, had already proceeded with remedial measures, including total removal, or who were in the process of doing so. The *Urea Formaldehyde Insulation Act* was proclaimed in force on October 25, 1982.

Key Contacts

General Information

Pamphlets, brochures, handouts and guidebooks covering a wide variety of the programs and services offered by Consumer and Corporate Affairs may be obtained from

Communication Services
22nd Floor
Place du Portage, Phase I
50 Victoria Street
Hull, Québec
K1A 0C9
Telephone: (819) 997-3284

or

Library
14th Floor
Place du Portage, Phase I
50 Victoria Street
Hull, Québec
K1A 0C9
Telephone: (819) 997-1632

This material is also available in all regional and district offices. A list of addresses is included.

UFFI Information and Co-ordination Centre

Information on the federal assistance program and material such as brochures, bulletins, information notes and all forms relative to the federal assistance program or the *Urea Formaldehyde Insulation Act* may be obtained from

Communication Services
UFFI Centre
Place du Centre, 4th Floor
200 Promenade du Portage
Hull, Québec
K1A 0C9
Telephone: (819) 994-0921

Other Programs and Services

Enquiries on specific programs and services should be addressed to the bureau responsible for their application.

HEADQUARTERS

Consumer and Corporate Affairs Canada
Place du Portage, Phase I
50 Victoria Street
Hull, Québec
K1A 0C9

REGIONAL OFFICES

Atlantic Region

Consumer and Corporate Affairs Canada
Queen's Square
45 Alderney Drive, 17th Floor
Dartmouth, Nova Scotia
B2Y 2N6

Québec Region

Consumer and Corporate Affairs Canada
Complexe Guy-Favreau, 200 Dorchester Boulevard West
Suite 534, East Tower
Montréal, Québec
H2Z 1X4

Ontario Region

Consumer and Corporate Affairs Canada
Federal Building, 6th Floor
4900 Yonge Street
Willowdale, Ontario
M2N 6B8

Prairie Region

Consumer and Corporate Affairs Canada
260 St. Mary Avenue
Winnipeg, Manitoba
R3C 0M6

Pacific Region

Consumer and Corporate Affairs Canada
1400 — 800 Burrard Street
Vancouver, British Columbia
V6Z 2H8

DISTRICT OFFICES

Atlantic Region

Consumer and Corporate Affairs Canada
Burnside Industrial Park
Windmill Place
1000 Windmill Road, Suite 1
Dartmouth, Nova Scotia
B3B 1L7

Consumer and Corporate Affairs Canada
K-Mart Plaza
354 Welton Street
Sydney, Nova Scotia
B1P 5S4

Consumer and Corporate Affairs Canada
Standards Building
295 Bayside Drive
Saint John, New Brunswick
E2J 1B1

Consumer and Corporate Affairs Canada
Federal Building
633 Queen Street, 2nd Floor
Fredericton, New Brunswick
E3B 1C3

Consumer and Corporate Affairs Canada
Terminal Plaza
1222 Main Street, 3rd Floor
Moncton, New Brunswick
W1C 1H6

Consumer and Corporate Affairs Canada
Dominion Building
97 Queen Street
3rd floor, Room 348
Charlottetown, Prince Edward Island
C1A 4A9

Consumer and Corporate Affairs Canada
Sir Humphrey Gilbert Building, 5th Floor
Duckworth Street
St. John's, Newfoundland
A1C 1G4

Québec Region

Consumer and Corporate Affairs Canada
2025 Fullum Street
Montréal, Québec
H2K 3N5

Consumer and Corporate Affairs Canada
1335 King West, Office 402
Sherbrooke, Québec
J1J 2B8

Consumer and Corporate Affairs Canada
Galerie Syndicat Paquet
410 Charest Boulevard East, 4th Floor
Québec, Québec
G1K 8G3

Consumer and Corporate Affairs Canada
225 Des Forges Street, 2nd Floor
Trois-Rivières, Québec
G9A 2G7

Consumer and Corporate Affairs Canada
Québec Area Office
940 Chabanel Street
Chicoutimi, Québec
G7H 5W2

Ontario Region

Consumer and Corporate Affairs Canada
25 St. Clair Avenue East, 7th Floor
Toronto, Ontario
M4T 1M2

Consumer and Corporate Affairs Canada
1859 Leslie Street
Don Mills
Toronto, Ontario
M3B 2M1

Consumer and Corporate Affairs Canada
5075 Yonge Street, Suite 202
Toronto, Ontario
M2N 6C6

Consumer and Corporate Affairs Canada
585 Wentworth Street North
Hamilton, Ontario
L8L 5X5

Consumer and Corporate Affairs Canada
Main Post Office
605 Dominion Public Building
10 John Street South
Hamilton, Ontario
L8N 3A2

Consumer and Corporate Affairs Canada
767 Barrydown Road
Sudbury, Ontario
P3A 3T6

Consumer and Corporate Affairs Canada
451 Talbot Street
London, Ontario
N6A 5C9

Consumer and Corporate Affairs Canada
Post Office Building, 3rd Floor
217 York Street
London, Ontario
N6A 1B7

Consumer and Corporate Affairs Canada
228 Dundas Street East
Belleville, Ontario
K8N 1E4

Consumer and Corporate Affairs Canada
Canada Centre, Room 820
200 Town Centre Court
Scarborough, Ontario
M1P 4X8

Consumer and Corporate Affairs Canada
255 Argyle Avenue
Ottawa, Ontario
K2P 1X2

Consumer and Corporate Affairs Canada
1283 Sparks Street
Sudbury, Ontario
P3A 2C7

Prairie Region

Consumer and Corporate Affairs Canada
260 St. Mary Avenue, Room 201
Winnipeg, Manitoba
R3C 0M6

Consumer and Corporate Affairs Canada
2212 Scarth Street
Regina, Saskatchewan
S4P 2J6

Consumer and Corporate Affairs Canada
105 - 21st Street East
Saskatoon, Saskatchewan
S7K 0B3

Consumer and Corporate Affairs Canada
2919 — Fifth Avenue, N.E.
Bag 60, Station "J"
Calgary, Alberta
T2A 4X4

Consumer and Corporate Affairs Canada
Oliver Building
10225 — 100th Avenue
Edmonton, Alberta
T5J 0A1

Pacific Region

Consumer and Corporate Affairs Canada
3625 Lougheed Highway
Vancouver, British Columbia
V5M 2A6

Consumer and Corporate Affairs Canada
316 — 277 Winnipeg Street
Penticton, British Columbia
V2A 5M2

Consumer and Corporate Affairs Canada
Federal Building
303 — 471 Queensway Avenue
Kelowna, British Columbia
V1Y 6S5

Consumer and Corporate Affairs Canada
1230 Government Street, Room 401
Victoria, British Columbia
V8W 1Y3

Consumer and Corporate Affairs
Permanent Tower
299 Victoria Street
7th Floor, Suite 708
Prince George, British Columbia
V2L 5B8

Major Publications

Consumer Affairs

- Regulations of the Canadian Life Insurance Market
- Electronic Funds Transfer Systems in Canada
- Task Force Report on Crash Protection for Infant and Child Passengers in Motor Vehicles
- Energy Research from a Consumer Perspective
- Consumer Satisfaction, Dissatisfaction and Complaining Behaviour
- An Economic Analysis of Consumer Redress Mechanisms
- Product Liability: Reflections on Legal Aspects of the Policy Issues
- Energy Consumption and Conservation Patterns in Canadian Households
- The Role of Home Energy Audits in Facilitating Residential Retrofits
- Consumers' Perceptions of Pre-purchase Shopping Problems and Solutions: Major Findings and Directions for Action
- Liability Rules and Insurance
- Interprovincial Product Liability Litigation
- Energy: Canadians' Attitudes and Reactions (1975-1980)
- Consumer Decision-Making
- Consumer Energy Research: A Bibliography (1982)
- Consumer Bankrupts in Canada
- Issues Regarding the Reform of Canada's Private Pensions System
- Consumer Problems in the Automobile Repair Industry
- Consumer Energy Research
- Products Liability and Personal Injury Compensation in Canada: Vol. I — Towards Integration and Rationalization

- Consumer Products Warranty Reform: Regulation in Search of Rationality, Vol. II
- Interprovincial Product Liability Litigation in Québec
- Early Adopters of Energy Conservation Products in Winnipeg — A Case Study
- Upholstered Furniture Flammability and the Consumer

Competition Policy

- Economies of Scale and Efficiency in the Canadian Manufacturing Industry (1979)
- Use of Bid Depositories in the Construction Industry
- The Ophthalmic Products Industry in Canada
- Competition Policy and the Pulp and Paper and Wire-Rope Industries
- Studies of Foreign Competition Policy and Trade Practices — Vols. I and II
- Proposal for Class Action Under Competition Policy Legislation
- Proposals for New Competition Policy for Canada — Second Stage
- Competition Policy Research Reports — Vol. II
- Plant Efficiency and Competition Policy in Canada
- Professional Licensing and Competition Policy
- The Administration and Enforcement of Competition Policy in Canada, 1960 to 1975
- Concentration in the Manufacturing Industries of Canada: Analysis of Post-War Changes
- Transport Costs and their Implications for Price Competitiveness in Canadian Goods-Producing Industries
- Performance Under Regulations: The Canadian Intercity Bus Industry
- The Role of Marketing in the Concentration and Multinational Control of Manufacturing Industries
- The State of Competition in the Canadian Petroleum Industry (seven volumes) — available at $70 per set through the Renouf Publishing Company Limited in Ottawa
- Private Trucking, Analysis and Implications
- Misleading Advertising Bulletins
- Performance of Regulated Airlines
- Rate and Cost Analysis of For-Hire Trucking: Provincial Comparisons
- Trucking Industry: Analysis and Performance
- Shipping Conference: A User Survey
- Consumer Misleading and Unfair Trade Practices, Vols. I and II

Intellectual Property

- Copyright in Canada — Proposals
- Copyright Obligations for Cable Television: Pros and Cons
- A Performing Right for Sound Recordings: An Analysis
- The Mechanical Reproduction of Musical Works in Canada
- An Economic Analysis of a Performer's Right
- Crown Copyright in Canada: A Legacy of Confusion
- Term of Copyright Protection in Canada: Present and Proposed
- Audio and Video Home Taping: Impact on Copyright Payments
- Copyright and the Computer
- Copyright, Competition and Canadian Culture: The Impact of Alternative Copyright Act Import Provisions on the Book Publishing and Sound Recording Industries
- Exemptions Under the Canadian *Copyright Act*
- Collective Agencies for the Administration of Copyright
- Framework for Evaluating Canada's *Trade Marks Act*
- Ownership of Copyright in Canada
- The Impact of Reprography on the Copyright System
- Fair Dealing: The Need for Conceptual Clarity on the Road to Copyright Revision
- White Paper on Copyright — From Gutenberg to Telidon

Bankruptcy

- Backgrounder Papers for the Bankruptcy and Insolvency Bill

Access Procedures

All formal requests for access to information under the *Access to Information Act* should be addressed to

Co-ordinator, Access to Information and Privacy
Consumer and Corporate Affairs Canada
Place du Portage, Phase I
23rd Floor, Zone 1
50 Victoria Street
Hull, Québec
K1A 0C9

Bureau of Consumer Affairs

Consumer Products Branch

The branch administers acts and regulations affecting the packaging, labelling, advertising and quality composition of both food and non-food products. Also included is the administration of some provincial statutes respecting the grading and sale of agricultural and fish products at the retail level. These activities are supported by inspection and compliance strategies implemented by field staff.

Manuals

- Food Policy Manual — provides official interpretation of the *Consumer Packaging and Labelling Act* and Regulations and the *Food and Drugs Act* and Regulations
- Procedures and Training Manual — provides official procedures for the administration of the *Food and Drugs Act* and *Consumer Packaging and Labelling Act*
- Meat Cuts Manual — provides information to inspectors on the administration of the Retail Meat Cut Nomenclature Program
- Precious Metals Marking Procedures Manual — provides a work and reference instrument on manufacturing processes, inspection and testing procedures, and technical terms
- Consumer Packaging and Labelling Policy and Procedures Manual — provides a work and reference instrument on net quantity determination, enforcement, legislation and interpretations
- Inspection Procedures Manual — Retail Food — provides information to inspectors on retail food stores
- Consumer Products Inspectors' Procedures Manual
- Textile Policy and Procedures Manual — provides a training and reference instrument on textile technology and programs
- Prosecution Training Manual for Field Inspectors
- Consumer Products Management Information System Manual
- General English-French Glossary of Food Terms
- Packaging and Labelling Rulings and Interpretations (Reference Guide)
- Rulings and Interpretations — *Textile Labelling Act* and Textile Labelling and Advertising Regulations
- CA Identification Number Microfiche Index on Textile Dealers

EDP Systems

- An information system to evaluate compliance of commercial establishments with the different consumer protection laws.

Consumer Services Branch

This branch supports the consumer interest in the public, private and voluntary sectors through programs of market intelligence, support to consumer organizations and by encouraging improved institutional practices in business to meet consumer needs. It administers the *Tax Rebate Discounting Act* and is supported by field staff.

EDP Systems

- Consumer services mailing labels system — was established to print labels and alphabetical lists for mailing purposes.
- Tax rebate system — established to control data-report information, to reduce data storage space requirements of system, and to monitor tax discounters, transactions for violations of the *Tax Rebate Discounting Act*.

Legal Metrology Branch

This branch administers the *Electricity and Gas Inspection Act* and the *Weights and Measures Act*. To minimize inaccurate measurements and ensure equity in the measurement of electricity, natural gas, and goods and services provided on the basis of length, area, volume or capacity, temperature, time, mass or weight, the branch conducts approval examinations and inspection of devices, maintains and calibrates standards, and inspects goods and services. The branch is also involved in co-ordinating Canada's participation in the Organisation internationale de Métrologie légale.

Manuals

- Manual of Electrical Procedures and Policy
- Inspectors' Training Manual Electricity, Vols. I and II
- Enforcement Policy for Weights and Measures Devices
- Standard Test Procedures — Weights and Measures
- Inspection Procedures Outline — Weights and Measures
- Weights and Measures Information System Manual
- Weights and Measures Approval Index
- Standard Drawing for Electricity Metering Installations
- Departmental Instructions for Inspection of Gas Meters and Auxiliary Devices
- Specifications for Approval of Type of Electricity Meters, Instrument Transformers and Auxiliary Devices
- Canadian Participation in OIML (BIL)
- Recommendations and International Documents of OIML

Product Safety Branch

This branch administers the *Hazardous Products Act*. The Act deals with a range of goods and includes specific mention of product categories for household, garden or personal use, for sports or recreational activities, or for children. It also mentions, without reference to end use, poisonous, toxic, flammable, explosive and corrosive products, but excludes from its purview, food, drugs, cosmetics, pest control products, radioactive materials, explosives, and highway vehicles. Products may be banned or regulated under the legislation. Functions of the branch include product testing for regulatory development purposes and for compliance with established regulations. Inspectors, designated under the Act, have powers of search and seizure. The branch is supported by field staff.

Manuals

- Hazardous Products Reference Manual — a reference instrument on the administration and enforcement of the *Hazardous Products Act* and Regulations

Bureau of Corporate Affairs

Bankruptcy Branch

The branch administers the *Bankruptcy Act* by providing assistance in the filing of consumer bankruptcies; by protecting both bankruptcy creditors' and debtors' rights; by licensing and supervising trustees-in-bankruptcy; by detecting abuses of the bankruptcy process both before and after bankruptcy; by maintaining and disseminating general and statistical bankruptcy and insolvency information; by acting in the regions as an agent for the Corporations Branch and disseminating information and materials on the *Canada Business Corporations Act;* and by acting as a depository for any documents to be filed pursuant to the *Canada Business Corporations Act* or any intellectual property legislation. The branch is supported by field staff.

Manuals

- Policy Statements of the Superintendent of Bankruptcy — provides guidelines for observance by trustee
- Information Statements of the Superintendent of Bankruptcy — provide less mandatory guidelines than the policy statements and are also used to communicate information of general interest
- Bankruptcy Branch Training Modular — provides a training manual on bankruptcy procedures and policies
- Bankman — provides a reference tool of internal policy releases and directives
- Central Registry Information System (CRIS) — provides procedures for accessing CRIS
- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS) — provides a reference tool of procedures to be used in maintaining the CRDS
- Trustee Licence Insurance Procedures — provides policies and procedures to be followed in issuing trustee licences to both individuals and corporations
- Bankruptcy Officer Training Program — provides a modular training program for new bankruptcy officers

Corporations Branch

The branch administers the *Canada Corporations Act*, the *Canada Business Corporations Act*, and several other statutes, through the examination and qualification of incorporation, continuance, amalgamation and dissolution of corporations; the management of a database of corporate names; the acquisition, assessment and verification of information to the public; and the issuance of exemptions from various requirements of the *Canada Business Corporations Act;* and for the conduct of enquiries and investigations into corporate misconduct.

Manuals

- Examination Unit Procedures — guidelines on how to examine *Canada Business Corporations Act* articles and *Canada Corporations Act* applications
- Compliance Policy and Procedures — provides interpretations of Act and Regulations, directives and operational procedures
- Instruction Manual for Field Offices — provides instruction to field personnel in dealing with public enquiries on corporation matters
- Accounts Receivable Procedures — provides instructions on billing actions and other changes related to accounts receivable system
- Corporate Integrated Information System User Manual — provides data entry and error correction procedures for maintaining the corporate integrated information system; also provides layouts

and descriptions of the master file, microfiche and magnetic tape outputs.

EDP Systems

- Corporate integrated information system (CIIS) — contains data used for internal record keeping and information dissemination. The master file also contains various data elements used for the issuance of certificates of incorporation and corporate alteration and for the administration of branch programs dealing with compliance enforcement activities.

Directorate of Intellectual Property — Copyright and Industrial Design Branch

The branch administers the *Copyright Act*, the Copyright Rules, and *Industrial Design Act* and Industrial Design Rules. Copyright ownership is registered and industrial design applications are examined; if they meet requirements they are registered. The branch also administers the *Timber Marking Act*.

Manuals

- Dictionary of Shapes and Terms Thereof — provides a reference of geometric terms used by examiners
- Classification Manual — provides a listing of the various classes of classification of industrial designs
- Examination Guidelines — provides guidelines for the examination of industrial design applications
- Policy Guidelines — provides a reference of published policies on the examination of industrial design applications
- Procedures Manual — Processing — provides procedures for the processing of copyright and industrial design applications

Patents Office

The Patents Office administers the *Patent Act* and Patent Rules. Patent applications are examined for compliance with legislative requirements, and if the requirements are met a patent is granted. The office also receives applications for grant of compulsory licences under Section 67 of the *Patent Act* when alleged abuse of patent rights has occurred, or under Section 41 of the *Patent Act* when the invention is directed to foods or medicines. The office maintains public records, publishes the Patent Office Record on a weekly basis, and maintains a public search room where members of the public can obtain information.

Manuals

- Manual of Patent Office Practice — outlines policy relating to the examination of patent applications
- Handbook of Patent Examination (HOPE) — provides procedures for preparing examiners' correspondence
- Classification Section Support — provides procedures for documentation and registration
- Staff Operating Procedures — provides procedures for classification of patents
- Handbook of Classification — outlines the basis of the Canadian patent classification system and rules for using it
- Patent Examiners' Report Manual — outlines the standard paragraphs used in reports, to facilitate the use of word processing equipment

Trade Marks Office

This office administers the *Trade Marks Act* and Trade Marks Rules. Trade mark applications are examined for compliance with the legal requirements for registration and, if approved, they are advertised in the Trade Marks Journal to enable persons to oppose registration of any mark that they feel would interfere with their existing rights. Opposition proceedings are conducted to determine if the opposition is justified. The office maintains a Trade Marks Register and files of registered users of trade marks. These documents can be studied in the trade marks search room.

Manuals

- Trade Marks Examination Manual — provides a working instrument regarding the interpretation and application of the *Trade Marks Act* and Rules
- Office Composing Equipment (OCE) User Manual for General Automatic (GA) System — provides procedures for the operation of the GA microcomputer

Bureau of Competition Policy

Manuals

- Office Manual, Director of Investigations and Research — sets out procedures employed by the Bureau in the exercise of formal powers under the *Combines Investigation Act*

EDP Systems

- Marketing practices information system — established to maintain information on past prosecutions, to be used by various report programs, and to recover transactions as needed.
- Petroleum industry — contains petroleum industry data supplied by the Department of Energy, Mines and Resources.
- Soft drinks — contains price data for the soft drink industry in Manitoba.

Manufacturing Branch

The branch undertakes industrial and economic analyses and conducts enquiries under the *Combines Investigation Act* concerning the manufacturing sector of Canadian industry, excluding the manufacturing sectors of the pulp and paper and petroleum industries which are the responsibility of the Resources Branch. The Manufacturing Branch has similar responsibilities concerning the construction industry.

Regulated Sector Branch

The branch is responsible for interventions of the director of investigation and research before regulatory boards and for enquiries on the transportation and telecommunications industries.

Economic Analysis and Policy Evaluation Branch

The branch conducts research into the performance of the Canadian economy in relation to competitive market situations and recommends economic and structural changes that could increase economic efficiency.

Resources Branch

This branch analyzes complaints and other evidence, and conducts enquiries under the *Combines Investigation Act* concerning the activities of firms in the resource industry, including agriculture, fishing and food processing, trapping and fur processing; the forest industry, including manufacture and distribution of wood and wood products; the production, mining and primary processing of all minerals; and the production and distribution of energy, including electrical power, coal and petroleum products.

Services Branch

The branch analyzes complaints and other evidence with respect to alleged restrictions of competition in the service and distribution industries, and conducts enquiries under the *Combines Investigation Act*.

Marketing Practices Branch

The branch administers the misleading advertising and deceptive marketing practices provisions of the *Combines Investigation Act*. These include representations that are false or misleading in a material respect, unsubstantiated claims, misleading warranties, misleading price representations, untrue and misleading tests and testimonials, double ticketing, pyramid schemes, referral selling, bait-and-switch selling, sales above advertised price, and promotional contests.

Manuals

- Marketing Practices Policy Manual — sets out enforcement policy and provides guidance to officers in the administration of the sections of the *Combines Investigation Act* pertaining to marketing practices
- Marketing Practices Operational Manual — sets out procedures employed in the handling of complaints, the conduct of investigations and prosecutions, and provides guidance to officers and support staff in the Marketing Practices Branch in carrying out their duties

Bureau of Policy Co-ordination

Analysis and Liaison Directorate

The directorate conducts research activities in the consumer and corporate affairs areas with emphasis on developing and securing adoption of legislative and regulatory reforms of the departmental statutory and program base; assesses and provides analysis and advice relative to departmental policies, and other policies emanating from outside, that may be of direct interest to the Department's mandate; develops strategies and selects targets to achieve an efficient impact in departmental representation in federal, provincial, and international forums.

EDP Systems

- National consumer satisfaction/dissatisfaction study — data include information on consumer satisfaction or dissatisfaction, with demographic profiles of dissatisfied consumers, reasons for dissatisfaction, and types of action taken. Also included are rates of purchase, perceived importance, and levels of satisfaction or dissatisfaction for food and clothing, durables, and services.
- Patent research system — to provide statistical analysis of Canadian patents.
- Technical assessment of Energuide program — to provide an analysis of trends in energy consumption of appliances, and describe the theory and empirical estimates of the market values of product features and energy efficiency, from information obtained from a survey of retail outlets, from Energuide directories, and from manufacturer's product literature.

Audit, Evaluation and Control Branch

The branch provides systematic, independent and objective reviews and appraisals of all departmental operations with respect to the efficiency, economy and effectiveness of internal management practices and controls. It also performs periodic, independent and objective reviews of ongoing programs in order to recommend alternative choices related to objectives, sub-objectives, results and/or means of delivery; strengthens and co-ordinates the substance of departmental plans and controls; and ensures effective interaction with central agencies on all planning and control activities.

Communications Branch

The branch ensures that government policies are taken into consideration in structured communication activities; designs and implements communications strategies to gain public understanding and support for the interests of the Department; provides expert advice on communication policies and logistic support through production; and provides distribution and liaison services.

EDP Systems

- Research bulletin — mailing list — used to create mailing labels.

Office of the Assistant Deputy Registrar General

Conflict of Interest Organization

The assistant deputy Registrar General administers, on behalf of the Prime Minister, the government's conflict of interest policy and guidelines that pertain to Lieutenant Governors, Ministers, their exempt staffs and Governor-in-Council appointees, and provides policy advice to the government, the Privy Council Office and deputy heads.

Registration Division

This division is responsible, in the name of the Registrar General, for the issue and registration of commissions and other documents under the Formal Documents Regulations pursuant to the *Public Officers and Seals Acts* and as required by other Acts. The division also provides services to the Governor General's office, federal government departments, corporations and agencies, other governments and the public.

UFFI Information and Co-ordination Centre

The centre administers a federal government program of technical and financial assistance to owners of Canadian dwellings retrofitted with urea formaldehyde foam for thermal insulation purposes. The program includes on-demand formaldehyde screening tests, full scale testing and remedial advice, training for contractors and homeowners in a registered remedial measures course, administration of financial contributions to eligible owners, and an across-Canada toll-free telephone information service. The centre also co-ordinates federal government activities and policies related to UFFI.

Manuals

- Training Manual on Corrective Measures for Residences Insulated with Urea Formaldehyde Foam Insulation (UFFI) — provides information required to understand corrective measures and how to correct problems in UFFI homes
- Study Guide on Corrective Measures for Residences Insulated with Urea Formaldehyde Foam Insulation — contains exercises to reinforce selected areas of the training manual
- Policy Manual — sets out policies to ensure consistency of program decisions with the legislation and regulations

EDP Systems

- Urea formaldehyde insulation system — established to control and monitor amount of money requested by homeowner and the amount sent; to provide information on homeowners, contractors and statistical analysis; to provide information on what stage the homeowner is at in the program.

Classes of Records

CCA/BCA-005 *Formerly Identified as:* CCA-10
Energy Program
Description: Information on planning, enforcement, research, correspondence and complaints, and enquiries concerning the labelling and energy consumption of electrical products. *Topics:* Planning, control, research, electrical product efficiency — legislation; contracts; committees; rulings enforcement; marketing; advertising.

CCA/BCA-010 *Formerly Identified as:* CCA-20
Foods
Description: Information on food inspection programs. *Topics:* Inspection agreements and reports; legislation; surveys; studies; technical and statistical information; advertising; liaison with associations: councils, companies; labelling and advertising approvals; content and date marking packaging; pricing and coding; processed products; surveillance; prosecutions; reference material; complaints; enquiries; sampling and testing concerning food products.

CCA/BCA-015 *Formerly Identified as:* CCA-21
Consumer Products — Packaging and Labelling
Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections, seizures, prosecutions, statistical data, and sampling and testing concerning non-food products. *Topics:* Commodity regulations; surveillance and enforcement programs; economic data; liaison; companies, other departments, provinces, boards, Canadian General Standards Board; importation; surveys; test work, special products. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company enquiries by name.

CCA/BCA-020 *Formerly Identified as:* CCA-22
Consumer Products — Precious Metals and Fur Garment Marking
Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections seizures, prosecutions, statistical data, sampling and testing concerning precious metal products and fur garments. *Topics:* Fur: garment marking, liaison, surveillance and enforcement, companies; precious metals marking: surveillance and enforcement — companies, foreign government marks, national mark, trade marks. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company enquiries by name.

CCA/BCA-025 *Formerly Identified as:* CCA-40
Textile Labelling
Description: Information on regulations, interpretations and rulings, complaints and enquiries, correspondence, company registration, inspections, seizures and prosecutions, and sampling and testing of textile products. *Topics:* Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada standards size program; care labelling program; liaison with other departments, provinces, boards, councils; identification numbers; importation; laboratory compliance program; surveillance and enforcement; surveys; testwork; upholstered and stuffed articles.

CCA/BCA-030 *Formerly Identified as:* CCA-100
Advocacy Programs
Description: Information on regulations, reference material, enforcement issues, prosecution, issues and correspondence concerned with the consumer advocacy and representation programs, and review of regulatory reform.

CCA/BCA-035 *Formerly Identified as:* CCA-120
Consumer Help Offices
Description: Statistical data, evaluations and recommendations on the funding of consumer help offices. *Retrievability:* Case files arranged by office location.

CCA/BCA-040 *Formerly Identified as:* CCA-130
Enforcement Programs
Description: Complaints and enquiries, technical information, correspondence. *Topics:* Tax rebate discounting; audits; investigations and prosecutions; reports and statistics; statements of discounting transactions. *Storage Medium:* A list of discounters is on magnetic disc or drum to monitor tax transactions for violations; also on EDP systems.

CCA/BCA-045 *Formerly Identified as:* CCA-140
Market Intelligence, Issues and Projects
Description: Complaints and enquiries, reference material, market monitoring, correspondence, and surveys and studies concerned with issues that are or could be of consumer interest. *Topics:* Motor vehicles; auto rust and anti-corrosion; financial; food; retail and manufacturing; services; telephone and communications; travel industry; product quality and durability; retail/refund return policies; and mechanisms for consumer feedback to business.

CCA/BCA-050 *Formerly Identified as:* CCA-150
Legal Metrology
Description: Information on metering, specifications, symbols and standards, metric conversion and international measurement. *Topics:* Calibrations; liaison with associations, councils and international organizations; technical enquiries; metric conversion; misleading advertising and standards.

CCA/BCA-055 *Formerly Identified as:* CCA-160
Electricity and Gas
Description: Information on the electricity and gas program. *Topics:* Electricity — approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas — inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications.

CCA/BCA-060 *Formerly Identified as:* CCA-170
Weights and Measures
Description: Information on the measurement of volumes, linear and cubic area, and mass; includes interpretations, specifications, prosecutions, standards, testing and international measurement. *Topics:* Linear and cubic area — approvals, calibrations, statistics; mass and volume — approvals, calibrations, technical information, metric conversion, tests and test methods.

CCA/BCA-065 *Formerly Identified as:* CCA-171
Legal Metrology OIML (Organisation internationale de Métrologie légale) Programs
Description: Information on international standards, Canada's participation in international working groups and Canada's comments and votes. *Topics:* Organization internationale de Métrologie légale — general, international recommendations. *Retrievability:* Files arranged by subject.

CCA/BCA-070 *Formerly Identified as:* CCA-180
General Product Safety
Description: Information on compliance and enforcement, statistical data and programs within product safety, and correspondence. *Topics:* Standardization control; statistical data; correspondence; associations; societies; institutions; boards; councils; commissions; committees; *Hazardous Products Act;* injury date and statistics; Canadian accident injury reporting and evaluation (CAIRE); labelling; publicity; projects; regulations; reports.

CCA/BCA-075 *Formerly Identified as:* CCA-190
Products
Description: Information on regulations, company liaison, complaints and enquiries, reference materials, sampling and testing, and enforcement concerning specific products. *Topics:* Alarm and protective devices; artist supplies and stationery; appliances; entertainment; furnishings; furniture care supplies; garden and yard equipment; home fuels; home structures and building material; insulation; housewares; infant and childrens' products; maintenance products; paper products and containers; personal use items; recreation equipment; sports and protective equipment; textiles; tools and workshop equipment; toys; compliance. *Retrievability:* Files are arranged by product.

CCA/BCA-080 *Formerly Identified as:* CCA-200
Testing
Description: Information on testing and test methods for specific products. *Topics:* Equipment design; fabrication and modification; legislative matters; test methods; chemical flammability; mechanical, electrical and textile testing of specific products. *Storage Medium:* Magnetic disc or drum (testing and sampling tracking system). *Retrievability:* Files are arranged by test and product.

CCA/COA-085 *Formerly Identified as:* CCA-210
Bankruptcy
Description: Information on investigations, licensing, assets and liabilities, enquiries, discharges, legal actions, control and audits, enquiries on civil and common law, and correspondence on bankruptcies. *Topics:* Audits and auditing; student loans; examination; fraudulent bankruptcies; enquiries — civil law, common law; bonds and bonding; claims; conferences; liaison — foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; investigations, legal; licences; offences; petitions; projects; prosecutions; reports and statistics; trustees; central registry information system; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. *Storage Medium:* Information systems (EDP) contain insolvency data used by bankruptcy offices to publish bankruptcy notices. *Retrievability:* Trustee files are arranged by name of individual or corporation.

CCA/COA-090 *Formerly Identified as:* CCA-211
Corporations
Description: Information on applications, charters, financial statements, annual summaries and returns, enquiries, liaison with companies, enforcement and surveillance concerning incorporation of companies. *Topics:* Exemptions; take-over bids; enquiries; boards of trade; trade unions; companies. *Storage Medium:* There are magnetic tapes, containing data on federally and provincially incorporated companies, which are used to produce microfiche and the Canada Corporations Bulletin. *Retrievability:* Files arranged by subject with a case file arrangement by company name.

CCA/COA-095 *Formerly Identified as:* CCA-212
Copyright and Industrial Design
Description: Information on legislation, registration and revision, enquiries, consultation with provinces, the private sector, and other departments; registration, and complaints and enquiries about authors' and designers' works. *Topics: Copyright Act* and legislation. *Industrial Design Act* and legislation; copyright and industrial design case files; *Timber Marking Act*. *Retrievability:* Files arranged by subject with cases filed numerically by applicant name.

CCA/COA-100 *Formerly Identified as:* CCA-221
Patents
Description: Information on application, registration, licensing, legal actions, studies, correspondence, regulation, complaints and enquiries, and research and technical data concerned with inventive works. *Topics:* Liaison with universities, associations, departments, foreign governments, provinces; information retrieval; caveats; court actions, licenses; legislation; agents; application; classification; complaints and enquiries; public servants' inventions; surveys and studies; technology. *Retrievability:* Files arranged by subject with a large case system by applicant name.

CCA/COA-105 *Formerly Identified as:* CCA-222
Trade Marks
Description: Information on applications, registrations, licensing, regulation, correspondence, and enquiries concerned with trade marks and their uses. *Topics:* Trade marks interpretations; abandonments; appeals, applications, oppositions, registered users, trade mark agents and examinations; appellation of origin. *Retrievability:* Files arranged by subject with case filing by trade marks.

CCA/BCP-110 *Formerly Identified as:* CCA-270
Combines
Description: Information on enquiries, legalities, surveys, interpretations of the *Combines Investigation Act*. *Topics:* Program of compliance, international agreements; interdepartmental committees; conferences; co-operation and liaison; enquiries; exports; imports; investments; textiles labelling; merchandising; mergers; monopolies; patents; price fixing; research; sales; services; tariffs; identical tenders; trade; trade practices; trademarks; transportation; warranties; guarantees. *Storage Medium:* Magnetic tape (locator system).

CCA/BCP-115 *Formerly Identified as:* CCA-280
Standard Industrial Classification
Description: Information on enquiries, complaints, legal proceedings and prosecutions under the *Combines Investigation Act*. *Topics:* Industries; agricultural and retail services; fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. *Storage Medium:* Microfilm, magnetic tape. *Retrievability:* Case files are arranged under the 18 major groups of the standard industrial classification system.

CCA/BCP-120 *Formerly Identified as:* CCA-290
Marketing Practices
Description: Enquiries, complaints, investigations, legal proceedings, interpretations of the *Combines Investigation Act*, and correspondence on misleading advertising and deceptive marketing practices. *Topics:* Advertising enquiries; misleading advertising complaints (National, Pacific, Ontario, Québec, Atlantic and headquarters); program of compliance. *Storage Medium:* Use of magnetic tapes (listing complaints that have been closed for two years or more) commenced in 1984. *Special Access Note:* Files are arranged by subject, company and individual name.

CCA/BPC-125 *Formerly Identified as:* CCA-291
Consumer Choice
Description: Information on review, assessment, consultation, policy and research, and media coverage. *Topics:* Consumer choice; advertising; access to consumer information; consumer information search; consumer products information review; consumer (dis)satisfaction and post-purchase behaviour; evaluation criteria formulation; information labelling project — Cantag; consumer choice in problem markets. *Retrievability:* Files arranged by subject.

CCA/BPC-130 *Formerly Identified as:* CCA-292
Legislation and Regulations
Description: Information on policy, research, consultations, studies, briefing materials, reports and studies, and media coverage of consumer legislation and regulations. *Topics:* Consumer legislation; anti-corrosion code; economics of regulation in consumer protection; electricity and gas inspection; legal framework tableau; product

liability; professional groups; regulation activity and reform in government; consumer research: Consumer and Corporate Affairs Canada activities, programs — energy research and development panel; surveys, studies and evaluations; systems — management information. *Retrievability:* Files arranged by subject.

CCA/BPC-135 *Formerly Identified as:* CCA-293
Market Structure
Description: Information on problem recognition and assessment, policy, studies, consultations research, and reports on marketing issues. *Topics:* Market structures; distribution systems; education; environment; transportation — air, automobiles roles; access to financial services — credit programs survey; status of women; credit counselling; deposit calculations; electronic funds transfer preliminary bibliography review, universal product code and automated checkout system; financial security — life insurance, registered retirement savings plan, registered home ownership savings plan, indebtedness; legislation — action plan, *Bank Act*, financial tables for rate calculations and mortgage prepayment penalties; *Small Loans Act*, tax rebate discounting; money management; health and welfare; federal drug price reduction program; retail drug pricing and advertising; housing. *Retrievability:* Files are arranged by subject.

CCA/BPC-140 *Formerly Identified as:* CCA-294
Food and Economic Policy
Description: Information on agricultural, economic and industrial policies. *Topics:* Controls and post controls — inflation, the way ahead; federal-provincial relations; foreign; monetary; prices — indexes and surveys regional situation; regulations; taxes; unemployment; industries — energy and fuels, metals, minerals, textiles and clothing; wood; food — Canada, distribution, industry, legislation and programs, nutrition policy, prices and indexes, processing, retailing, United States, weather; agricultural marketing; dairy — milk, programs; egg industry, productions, regulations, statistics; fish; fruits and vegetables; grains; meat — beef, pork; poultry — chicken, turkeys; oilseeds; sugar; wheat; agreements on tariffs and trade, United Nations Committee on Trade and Development; tariffs — imports, quotas; trade — agreements, extra-territoriality. *Retrievability:* Files arranged by subject.

CCA/BPC-145 *Formerly Identified as:* CCA-295
Corporate Affairs Research and International Affairs
Description: Information on economics, agreements, development of international policies; also correspondence, research and technical data; and surveys, studies, and statistical data concerned with intellectual property. *Topics:* Economic research; copyright — contracts, literature; domestic law; industrial law; patents — contracts, database; trademarks — contracts; intellectual property law revision. *Retrievability:* Files arranged by subject.

CCA/BPC-150 *Formerly Identified as:* CCA-296
Audit, Evaluation and Control
Description: Information on all audits and program evaluations planned and carried out by the branch as well as working documents associated with the departmental planning and control function. *Topics:* Traded goods; weights and measures; tax rebate discounting, electricity and gas; corporations; bankruptcy; copyright and industrial design; patents; trademarks; metric conversion; deceptive marketing practices; combines investigation; regulatory interventions; consumer assistance; support of consumer groups; product safety; UFFI; communications; research and policy analysis; administration. *Retrievability:* Files arranged by subject.

CCA/BPC-155 *Formerly Identified as:* CCA-297
Communications
Description: Information on the preparation of all communication projects; exhibitions both planned and carried out by the branch to support departmental policies and programs. *Topics:* Communications service — advertising, exhibits, fairs, exhibitions, displays, enquiries, mailing lists; programs and projects — departmental, competition policy, consumer affairs, corporate affairs, policy co-ordination, metric conversion, UFFI, RTPC, Standards Council, research reports; radio and television; speeches. *Retrievability:* Files arranged by subject.

CCA/BPC-160 *Formerly Identified as:* CCA-330
Metric Conversion
Description: Policies; correspondence with companies, federal and provincial government departments, other governments, associations, and committees; legislation concerned with the metric conversion program. *Topics:* Research; surveys and development; legislation and treaties; commodities, industries and markets.

CCA/DRG-165 *Formerly Identified as:* CCA-300
Conflict of Interest
Description: Information on conflict of interest guidelines, parliamentary material, reports, appointments, correspondence with federal government departments, agencies, councils, commissions and provincial governments. *Topics:* Conflict of interest responsibilities — investments, trusts, parliamentary matters, guidelines for Lieutenant Governors, Ministers, their exempt staffs, Governor-in-Council appointees and public servants; supplementary guidelines for members of government departments, corporations, agencies, commissions and boards; liaison and co-operation.

CCA/DRG-170 *Formerly Identified as:* CCA-310
Registration
Description: Information on regulations; studies; enquiries; correspondence with other departments, provinces and countries; certificates of registration, appointments, deeds, grants, mortgages; and letters patent. *Topics:* Appointments — boards, councils, commissions, federal government departments, agencies, Crown corporations, committees, judges, administrators, commissioners; documents — bonds, deeds, railway mortgages, land grants, pardons, proclamations, departmental rulings, seals, warrants of extradition. *Storage Medium:* Microfilm.

CCA/UFF-175 *Formerly Identified as:* CCA-320
Urea Formaldehyde Foam Insulation (UFFI)
Description: Information on regulations, grant applications, complaints, procedures and methods for testing, and related research. *Topics:* Federal government departments and agencies; federal-provincial relations — conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company enquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing — pilot and main projects, UFFI II. *Retrievability:* Case files are arranged by name of individual.

OFFICE OF THE CORRECTIONAL INVESTIGATOR

Chapter 35

OFFICE OF THE CORRECTIONAL INVESTIGATOR

OFFICE OF THE CORRECTIONAL INVESTIGATOR
(OCI)

CORRECTIONAL
INVESTIGATIONS
(CIN)

005 Penal Institutions
010 Penal Institution Organizations, Committees and Groups
015 Inmate Affairs — Statistics and Reports
020 Inmate Affairs — Special Enquiries and Reports
025 Inmate Affairs — General Topics
030 Inmate Affairs — Case Files

ACCESS TO INFORMATION
CO-ORDINATOR
OFFICE OF THE CORRECTIONAL
INVESTIGATOR
BOX 2324, STATION D
OTTAWA, ONTARIO
K1P 5W5

OFFICE OF THE CORRECTIONAL INVESTIGATOR

Background

The Office was established in 1973 pursuant to the *Inquiries Act*. The Correctional Investigator's mandate, as established in 1977 by Order-in-Council, is "to investigate, on his own initiative, on request from the Solicitor General of Canada or on complaint from or on behalf of inmates as defined in the *Penitentiary Act* and report upon problems of inmates that come within the responsibility of the Solicitor General of Canada".

The staff of the Office visit all federal penal institutions across Canada regularly to conduct interviews with inmates and staff in an attempt to resolve complaints through liaison with the Commissioner of Corrections and his staff.

Laws and Regulations

- Penitentiary Act
- Penitentiary Service Regulations
- Parole Act and Regulations
- Prison and Reformatories Act

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Office of the Correctional Investigator
Box 2324, Station D
Ottawa, Ontario
K1P 5W5
Telephone: (613) 996-9771

Manuals

- Commissioner of Corrections Directives and Divisional Instructions
- Correctional Service of Canada Case Management Policy and Procedures Manual

Classes of Records

OCI/CIN-005 *Formerly Identified as:* OCI-10
Penal Institutions
Description: Correspondence advising institutions of visits by Office of the Correctional Investigator; also requests for information on administration of that institution. *Retrievability:* Files arranged by institution and by region.

OCI/CIN-010 *Formerly Identified as:* OCI-20
Penal Institution Organizations, Committees and Groups
Description: Information on contact with inmate committees and other groups both inside and outside the institutions. *Retrievability:* Files arranged by institution or name of group, by region.

OCI/CIN-015 *Formerly Identified as:* OCI-30
Inmate Affairs — Statistics and Reports
Description: Information and statistics to be included in Annual Report. *Retrievability:* Files arranged by year of report.

OCI/CIN-020 *Formerly Identified as:* OCI-40
Inmate Affairs — Special Enquiries and Reports
Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada. *Topics:* Enquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980.

OCI/CIN-025 *Formerly Identified as:* OCI-50
Inmate Affairs — General Topics
Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada. *Topics:* Policy on inmate diciplinary boards; claims against the Crown; inmate pay; family visiting.

OCI/CIN-030 *Formerly Identified as:* OCI-60
Inmate Affairs — Case Files
Description: All correspondence on individual inmate complaints; also reports of interviews with complainants. *Retrievability:* Files arranged chronologically with an alphabetical index and cross-reference system.

DEFENCE CONSTRUCTION (1951) LIMITED

Chapter 36

DEFENCE CONSTRUCTION (1951) LIMITED

DEFENCE CONSTRUCTION (1951) LIMITED
(DCL)

OFFICE OF THE PRESIDENT
(OPR)

005 Construction, Repairs
and Maintenance Contracts
010 Consultant Contracts
015 Solicitations

ACCESS TO INFORMATION
CO-ORDINATOR
DEFENCE CONSTRUCTION (1951)
LIMITED
SBI BUILDING
BILLINGS BRIDGE PLAZA
2323 RIVERSIDE DRIVE
OTTAWA, ONTARIO
K1A 0K3

DEFENCE CONSTRUCTION (1951) LIMITED

Background

Defence Construction (1951) Limited (DCL) is a Crown corporation as defined in Part XII of the *Financial Administration Act* and listed in Part 1 Schedule 1 of that Act. The Corporation is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence. The Corporation is also known as Defence Construction Canada.

Overall Responsibilities

Defence Construction (1951) Limited performs a specialized role within the general field of construction management. Its principal functions are to obtain tenders, make recommendations on proposed awards and to award and administer contracts. In addition, at the request of the Department of National Defence (DND), DCL engages architectural and consulting engineering firms to prepare plans and specifications in accordance with the requirements of DND. The limits of authority under which the Corporation may enter into a contract or increase the amounts payable under a contract are set out in the government contracts regulations.

Access Procedures

All requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Defence Construction (1951) Ltd.
SBI Building, 12th Floor
Billings Bridge Plaza
2323 Riverside Drive
Ottawa, Ontario
K1A 0K3
Telephone: (613) 998-9541

Office of the President

Engineering Division

This division's principal functions are to obtain tenders, make recommendations on proposed awards, and to award and administer contracts. In addition, at the request of the Department of National Defence (DND), it engages architectural and consulting engineering firms to prepare plans and specifications in accordance with the requirements of DND.

Manuals

- Defence Construction (1951) Limited

Classes of Records

DCL/OPR-005 *Formerly Identified as:* DCL-10

Construction, Repairs and Maintenance Contracts

Description: Information on contracts for construction, maintenance and repairs. *Topics:* Request for contract from National Defence; tender forms and associated documents; contracts; change orders; progress claims; correspondence; shop drawing approvals; equivalent product certificates; completion and final payment forms. *Retrievability:* Files arranged by type of project (construction or repairs and maintenance).

DCL/OPR-010 *Formerly Identified as:* DCL-20

Consultant Contracts

Description: Information on consultant contracts. *Topics:* Request for contract from National Defence; correspondence on contract negotiations; contracts; change orders; progress claims.

DCL/OPR-015 *Formerly Identified as:* DCL-30

Solicitations

Description: Documents submitted by contractors, consultants and suppliers on the services they provide or the products they manufacture. *Topics:* Brochures and letters giving details on experience, names of staff, projects completed; pamphlets on manufactured products or equipment. *Retrievability:* Files arranged by company.

ECONOMIC COUNCIL OF CANADA

Chapter 37

ECONOMIC COUNCIL OF CANADA

ECONOMIC COUNCIL OF CANADA
(ECC)

CURRENT RESEARCH ACTIVITY
(CRA)

005 Twenty-second Annual Review
010 CANDIDE
015 Taxation of Capital Income
020 Government Enterprises
025 Technological Change and Labour Markets
030 Explorations
035 Adjustment and Adaptation

POLICY ADVICE ACTIVITY
(PAA)

040 Energy
045 Twenty-first Annual Review
050 Regional Studies - Development
055 Technological Change, Productivity and Growth
060 Twentieth Annual Review
065 Nineteenth Annual Review
070 Financial Markets
075 Labour Markets
080 Financing Confederation
085 Eighteenth Annual Review
090 Reforming Regulation
095 Seventeenth Annual Review
100 Newfoundland Development

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
ECONOMIC COUNCIL OF CANADA
P.O. BOX 527
OTTAWA, ONTARIO
K1P 5V6

ECONOMIC COUNCIL OF CANADA

Background

The Economic Council of Canada is an independent research and advisory body established by Parliament in 1963, with broad terms of reference to study and report on Canada's economic development. Under the *Economic Council of Canada Act* the Council has a special mandate to advise the government on how Canada can achieve the highest possible levels of employment and efficient production so that the country may enjoy a high and consistent rate of economic growth and all Canadians may share in rising living standards.

Laws and Regulations

- Economic Council of Canada Act, 1963
- Bylaws of the Economic Council of Canada

Overall Responsibilities

The Council has three principal functions:

— to conduct economic analyses and undertake studies with a view to providing a greater understanding of the workings of the Canadian economy and its prospects for the future;

— to make recommendations to government and the private sector on economic policy measures to improve Canada's economic performance; and

— to educate and inform the Canadian public on economic problems and to stimulate, through the media and other forums, public discussion of policy solutions and economic strategies.

The Council must also transmit an annual report to the Minister responsible on the activities of Council, including financial statements; and prepare and publish an annual review of medium- and long-term economic prospects and problems. The Council may also publish other studies and reports; the themes of these projects involve virtually every aspect of daily life. The Council's work has included studies of such diverse subjects as the distribution of wealth among Canada's regions, the cost of taking a taxi in Montréal, land-use planning in Vancouver, and the effect of the spruce budworm on Newfoundland's economy.

In addition to its regular program of research, the Council at times undertakes special projects referred to it by the Prime Minister and reports on these to the public. In recent years, these have included a major study of government regulation in Canada and a detailed analysis of the economy of Newfoundland.

Organization

The Council is made up of an appointed board of up to 28 members, supported by a full-time staff of economists and other specialists who work under the direction of a chairman and two full-time directors. The appointed members of the Council are representative of various sectors of Canadian society. The chairman and the two directors are members of the Council.

The staff is organized into a number of research project and support service groups. The former undertake research into specific aspects of the economy, including relations with other countries, and upon completion of a research task, permanent personnel are reassigned. New groups are created from time to time to address economic issues of current and possible future concern.

Key Contacts

Information Officer, Enquiries
Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-1253, Ext. 320

Chief, Media Relations
Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-2805

Public Affairs
Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613)993-1253, Ext. 240

Library

The library, set up shortly after the Council's creation, contains some 30,000 books, documents, reference works, and periodicals covering the subjects of economics, finance, social sciences, and statistics. A reading room and several carrels are available for researchers at

Library and Reading Room
Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-1253, Ext. 299

Records Supervisor

Tower A
333 River Road
Vanier, Ontario
K1P 5V6
Telephone: (613) 993-1253, Ext. 238

Legal Counsel

General Counsel
Legal Services to the Privy Council Office
Department of Justice
Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-5565

Major Publications

All Council documents and research papers (under author's name) are available for perusal at the Council's library, where a complete list of these materials is available. All Council publications are available in both official languages and may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from:

Canadian Government Publishing Centre
Supply and Services Canada
Hull, Québec
K1A 0S9

Annual Reviews

- Steering the Course, 21st Annual Review, 1984 (EC 21-1/1984E)
- On the Mend, 20th Annual Review, 1983 (EC21-1/1983E)
- Lean Times — Politics and Constraints, 19th Annual Review, 1982 (EC21-1/1982E)
- Room for Manoeuvre, 18th Annual Review, 1981 (EC21-1/1981E)
- A Climate of Uncertainty, 17th Annual Review, 1980 (EC21-1/1980E)

Other Council Reports

- Connections: An Energy Strategy for the Future, 1985 (EC22-124/1985E)
- Western Transition, 1984 (EC22-123/1984E)
- The Bottom Line: Technology, Trade, and Income Growth, 1983 (EC22-113/1983E)
- Intervention and Efficiency: A Study of Government Credit and Credit Guarantees to the Private Sector, 1982 (EC22-111/1982E)
- In Short Supply — Jobs and Skills in the 80s, 1982 (EC22-108/1982E)
- Financing Confederation, 1982 (EC22-103/1982E)
- Newfoundland: From Dependency to Self-Reliance, 1980 (EC22-85/1980E)

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Economic Council of Canada
P.O. Box 527
Ottawa, Ontario
K1P 5V6
Telephone: (613) 993-1030

Major Data Sources

Research projects rely almost exclusively on data published by major organizations in the private sector, governmental departments and agencies (particularly Statistics Canada), and numerous international agencies. Special tabulations of such data are frequently compiled for the Council. On occasion, special surveys have been undertaken to develop required data; for instance, surveys of firms were undertaken in 1980-81 to assess skill shortages and innovation and invention activity.

Major Council Activities

Annual Review

Under its Act, the Council must publish annually a medium-term economic review. This publication — the Council's annual assessment of the medium- and long-term prospects for the Canadian economy — is published each fall. In it, the Council seeks to provide an analysis of the performance of the Canadian economy, to look at the effectiveness of current economic policies, and to set out policy options that the Council believes will improve the country's economic well-being. The recommendations in the annual reviews arise from the deliberations of the Council's appointed members. Thus, they represent the official view of the Council as a whole. Individual members are free to publish dissenting opinions or comments.

Special Research Projects

From time to time, the Council embarks on detailed studies of current and emerging economic issues in Canada and the outside world. Once approved by Council, the staff carry on research that may lead to publication of "consensus" reports — that is, research and policy publications that are endorsed by the majority of Council members.

Background Papers

Background research and unpublished documents related to all project activities within the Council are maintained and organized at the Records Office under the title of the project, the name of the author and final report title. Quantitative information presented in any report is documented, and worksheets are available at Statistical Services.

For long-past publications, background studies to major Council documents are held by the Public Archives of Canada. Interested members of the public are welcome to contact the Council's Information Division to obtain a publication list and to enquire about access to documents of interest. Included are numerous technical papers and the magazine Au Courant, which provides non-technical articles on many of the Council's reports and technical studies. These are available to the public, in limited quantities, free of charge.

Support Divisions

Information Division

This division is responsible for translating and editing Council documents, for publishing and disseminating Council reports in both languages, for providing public information, and publishing a quarterly magazine.

Data Processing Division

The Council's statistical and data processing service maintains close links with researchers. One part of this group is concerned with writing computer programs and manipulating large quantities of data. A large portion of the computing power and needs of the Council is purchased from service bureaus; however, use of personal computers (CPC's) is increasing. The other segment of the group is responsible for the verification of sources and accuracy of all data. Any tabulation or calculation appearing in Council reports is submitted to such verification before being made public. Records of such information are kept on file under the management of the Chief of Statistical Services.

Classes of Records

ECC/CRA-005 *Formerly Identified as:* ECC-10
Twenty-second Annual Review
Description: Research and background material for the Twenty-second Annual Review to be released in the fall of 1985. *Topics:* Total factor productivity, its meaning and measurement, and an evaluation thereof in a domestic and international perspective; macroeconomic conditions; monetary policy in a world perspective; Canadian investment performance; and consideration of policy options for attainment of performance targets in all major economic goal areas, as developed through the Council's computerized model of the Canadian economy (CANDIDE).

ECONOMIC COUNCIL OF CANADA

ECC/CRA-010 *Formerly Identified as:* ECC-20
CANDIDE
Description: Information and unpublished documents on the Council's computerized econometric model (CANDIDE 3.0 and earlier versions). The model allows measurement of current performance and simulation of future performance under various scenarios and policy options. The simulations are designed to assess the impact of changes in economic performance that may result from changes in public policy or in economic conditions in Canada and abroad. The process of updating the model and assessing the influences of changing conditions is continuous.

ECC/CRA-015 *Formerly Identified as:* ECC-60
Taxation of Capital Income
Description: Research and unpublished material on the taxation of capital income. *Topics:* Consequences of present and alternative tax treatments of capital incomes for the allocation of resources and in the distribution of income; developing recommendations for improved capital income tax structures; specification of transitions necessary to implement the recommendations; specification of related changes in capital markets and financial instruments that may be called for.

ECC/CRA-020 *Formerly Identified as:* ECC-70
Government Enterprises
Description: Research and unpublished material on all government enterprises engaged in the production of generally marketable goods and services. *Topics:* The appropriate role to be played by such enterprises and ways in which the system of incentives and controls affecting them may be altered so as to make them more desirable instruments of public policy; performance of government corporations; ability of such enterprises to effectively provide various goods and services.

ECC/CRA-025 *Formerly Identified as:* ECC-80
Technological Change and Labour Markets
Description: Research and unpublished material on developments in technology and the implications thereof for labour markets. *Topics:* The growth, change, and other occupational and industrial shifts in employment arising from technological change; institutional adaptations, such as industrial relations, patterns of working time, compensation, and the quality of working life, that may be associated with technological change; education and mobility required by the adjustment process; social measures required to distribute equitably the benefits and costs resulting from technological change.

ECC/CRA-030 *Formerly Identified as:* ECC-110
Explorations
Description: Preliminary investigation of various economic issues to determine their nature, scope and pertinence to the Council's future research program and organization of colloquia to address major economic, social and environmental issues not currently being researched. *Topics:* The status of Canadian agriculture; the interrelationships between the environment and the economy; health care in Canada; post-secondary education; and economic status of women.

ECC/CRA-035 *Formerly Identified as:* NO REFERENCE
Adjustment and Adaptation (New)
Description: Research and background material concerning economic responses required to adjust and adapt to conditions that arise from changes in international trade circumstances, technology and demand. *Topics:* Impacts of changing trade conditions on Canadian industry; varying industrial adjustments required by the primary, manufacturing and service sectors of the economy; social assistance program design that will accommodate industrial adaptation and social justice objectives; and impacts of imposed economic changes on various geographic regions.

ECC/PAA-040 *Formerly Identified as:* ECC-50
Energy
Description: Research and unpublished material relating to the Council consensus document, Connections; An Energy Strategy for the Future. *Topics:* World and domestic supplies of and demand for various forms of energy; the policy setting in which energy is produced and consumed; energy conservation and substitution; and designs for new energy strategies.

ECC/PAA-045 *Formerly Identified as:* ECC-10
Twenty-first Annual Review
Description: Background research and unpublished documents related to the Twenty-first Annual Review, 1983. *Topics:* The medium-term economic outlook; government in the economy including consolidation of the public debt; the business and international debt situation; employment and unemployment; technological changes; and targets for economic performance.

ECC/PAA-050 *Formerly Identified as:* ECC-40
Regional Studies — Development
Description: Background research and unpublished documents prepared as background to the Council consensus document, Western Transition. *Topics:* Problems and prospects facing Canada's four western provinces; the constitutional and economic settings in which western development will take place; elaboration of prospects for development in the resource-based industries, transportation, the service sector and manufacturing; and the impact and opportunities associated with urbanization.

ECC/PAA-055 *Formerly Identified as:* ECC-120
Technological Change, Productivity and Growth
Description: Research and unpublished material relating to the Council consensus document, The Bottom Line: Technology Trade and Income Growth. *Topics:* Report on industrial policies and challenges faced by governments and the private sector in promoting technological change, productivity growth and competitive trading sectors.

ECC/PAA-060 *Formerly Identified as:* ECC-130
Twentieth Annual Review
Description: Background research and unpublished documents related to the Twentieth Annual Review, 1983. *Topics:* Changes in the demographic and structural nature of the economy with special references to the social services' "safety net" and the role of women in the work force; consideration of performance targets set as challenges to policy makers; policies designed to attain elaborated targets in a period of change.

ECC/PAA-065 *Formerly Identified as:* ECC-140
Nineteenth Annual Review
Description: Background material for the 1982 Annual Review. *Topics:* Inflation; investment; balance of payments; federal economic development, energy, monetary, fiscal and incomes policies; unemployment insurance premiums; government deficits in times of recession; world and domestic oil pricing; adjusting for inflation.

ECC/PAA-070 *Formerly Identified as:* ECC-150
Financial Markets
Description: Background material for the Council consensus document, Intervention and Efficiency: A Study of Government Credit and Credit Guarantees to the Private Sector. *Topics:* Effectiveness of government credit and credit guarantees to business, agriculture, export trade and housing; nature, scope and objectives of government intervention; operation and efficiency of private financial markets; impact of government intervention on the allocation of financial and real resources; efficiency of delivery of financial assistance.

ECC/PAA-075 *Formerly Identified as:* ECC-160
Labour Markets
Description: Background research and unpublished documents related to the Council consensus document, In Short Supply: Jobs and Skills in the 1980s. *Topics:* Unemployment, job supply and demand; effectiveness of manpower training programs; job search and labour market mechanisms; shortages of skilled labour; gearing training to labour market requirements; the importance of information in balancing jobs and skills; potential for job creation.

ECC/PAA-080 *Formerly Identified as:* ECC-170
Financing Confederation
Description: Background research and unpublished documents related to the Council consensus document, Financing Confederation: Today and Tomorrow. *Topics:* The future of equalization payments and of "conditional" federal-provincial grants related to expenditures on health and postsecondary education; the implications of intergovernmental fiscal arrangements for stabilization policy; natural resource pricing decisions and the fiscal positions of federal and provincial governments and intergovernmental transfers; implications of the transfer system for the economy.

ECC/PAA-085 *Formerly Identified as:* ECC-180
Eighteenth Annual Review
Description: Research and background material for the 1981 Annual Review. *Topics:* Performance and development prospects — price and cost developments; inflation; employment and productivity objectives.

ECC/PAA-090 *Formerly Identified as:* ECC-190
Reforming Regulation
Description: Background research and unpublished documents for this study on the impact of regulation on business; also specific sectors — telecommunications, transportation, fisheries, agricultural marketing boards — and general issues such as occupational health and environmental pollution. *Topics:* Land use; food processing and distribution; health and safety; occupational licensing and labour relations, with emphasis on the regulatory dimension; the cost of regulatory compliance confronting large and small businesses. *Special Access Note:* This consensus document was preceded by an interim report entitled: Responsible Regulation (EC22-70/1979). The interim report defined the subject to be researched, the research framework, the balance between the direction and control of statutory regulatory agencies, and the necessary autonomy for such agencies to carry out their functions, as well as the need to improve governmental decision-making on regulation.

ECC/PAA-095 *Formerly Identified as:* ECC-200
Seventeenth Annual Review
Description: Background material for the 1980 Annual Review. *Topics:* National economic trends 1970 to 1980; projections developments and investment — effects on the national economy, energy self-sufficiency objectives and government budgets; research on productivity trends, particularly the slowdown in productivity improvement.

ECC/PAA-100 *Formerly Identified as:* ECC-210
Newfoundland Development
Description: Background research and unpublished material for a study on the Newfoundland economy proposing a medium-term development strategy, based on improvement of productivity and employment performance. *Topics:* Ways of reducing the unemployment rate; raising earned incomes; reducing dependency on federal transfers; assisting the province to plan its own development approach history, settlement patterns and work attitudes of the province and its people; employment dimensions — frictional unemployment, seasonal unemployment and migration; productivity and performance in fisheries, mining, forestry, oil and gas and in some service sectors; regional disparities and income maintenance issues; projections of the provincial labour force.

Deleted Classes of Records

The following classes of records have been deleted either because they contain information found in other classes of records as noted or because they are being transferred to Public Archives Canada:

ECC-30 Growth and Productivity (See ECC/CRA-005 **Twenty-Second Annual Review**)
ECC-90 Canadian Agriculture (See ECC/CRA-030 **Exploration**)
ECC-100 Economic Status of Women (See ECC/CRA-030 **Exploration**)
ECC-220 Sixteenth Annual Review
ECC-230 One in Three: Pensions for Canadians to 2030

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Chapter 38

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION
AND
DEPARTMENT OF EMPLOYMENT AND IMMIGRATION
(EIC)

INTERNAL AUDIT (IAB)

005 Internal Audit
010 Working Papers
015 National Audits
020 Regional Audits

EXECUTIVE SECRETARIAT (SEC)

025 Secretariat
030 Executive Management Services
035 Intergovernmental Affairs
040 Access to Information and Privacy
045 Human Rights
050 Emergency Planning
055 Security

CORPORATE INITIATIVES (COR)

060 Corporate Initiatives

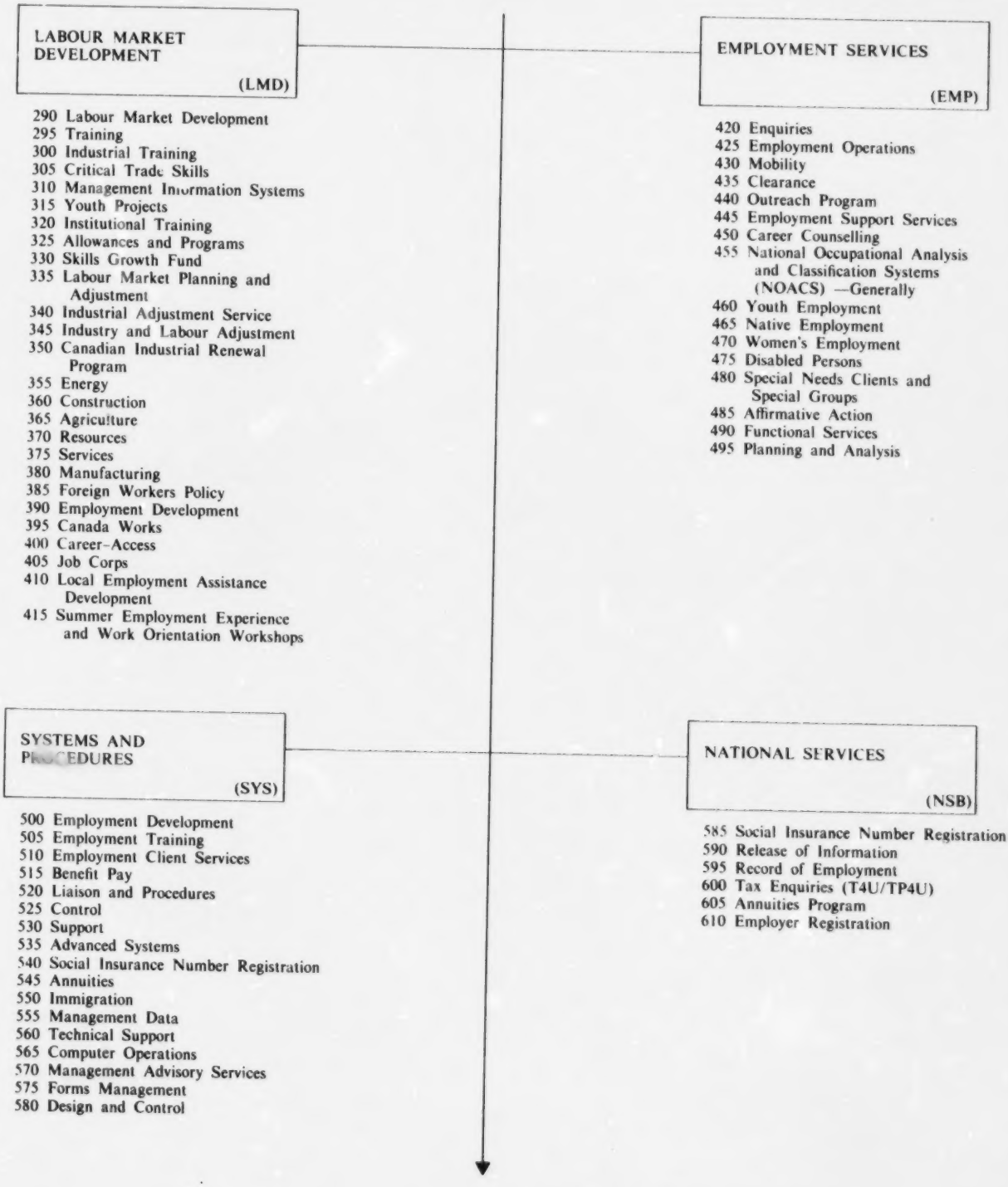
IMMIGRATION (IMM)

065 General
070 Identification and Travel Documents
075 Enforcement
080 Exclusion and Removal
085 Transportation
090 Special Events
095 Examination
100 Monitoring and Analysis
105 Enforcement Intelligence
110 Data Systems
115 Records of Entry
120 Admission of Applicants to Canada
125 Refugees and Displaced Persons
130 Settlement Assistance and Transportation Loans
135 Adjudication
140 Adjudication Enquiries
145 Detention
150 Status

INSURANCE (INS)

155 Enquiries
160 Actuarial Services
165 Policy and Legislation Development
170 Briefs and Representations
175 Coverage and Premium Policy
180 Supplemental Unemployment Benefits
185 Labour Adjustment Benefit
190 Benefit Entitlement
195 Ancillary Policies on Benefit Entitlement
200 Claims Analyses
205 Premium Reduction Program
210 Appeals
215 Control Policy
220 Planning and Analysis
225 Control Programs
230 Control Programs — Payment of Unemployment Insurance Benefits
235 Control Programs — Social Insurance Numbers
240 Manual Report on Hirings
245 Automated Earnings Reporting System
250 Automated Report on Hirings
255 Medical Advisory Services
260 Insurance Program Services
265 Interstate Benefits
270 Record of Employment
275 Forms Development
280 Monitoring and Analysis
285 Comprehensive Tracking System

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION



CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

PUBLIC AFFAIRS
(PAF)

615 Organization and Planning

STRATEGIC POLICY AND PLANNING
(SPP)

620 General
625 Census
630 Research
635 Canadian Occupational Projection System
640 Strategic Planning
645 Operational Planning
650 Data Development
655 International Analysis and Regional Relations
660 OECD Manpower and Social Affairs Committee
665 Immigration
670 Insurance
675 Job Creation and Employment Services
680 Training
685 Special Needs
690 Unemployment Insurance Policy Development and Analysis
695 Unemployment Insurance Program Impact Analysis
700 Immigration and Demographic Analysis
705 Labour Market Studies
710 Labour Market Policy Analysis
715 Current Economic Analysis

DIRECTOR
PUBLIC RIGHTS ADMINISTRATION
EMPLOYMENT AND IMMIGRATION CANADA
4TH FLOOR
PLACE DU PORTAGE, PHASE IV
HULL, QUEBEC
K1A 0J9

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION AND DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Background

The Employment and Immigration Reorganization Act 1977 created the Canada Employment and Immigration Commission and a small associated Department of Employment and Immigration. Together they are responsible for all labour market, employment, unemployment insurance and immigration programs and services.

The Commission

Four persons head the Commission: a chairman, who is Chief Executive; a vice-chairman; and two commissioners — one representative of workers and the other representative of employers.

The Department

The Chairman and Vice-Chairman act as Deputy Minister and Associate Deputy Minister of the Department.

Two other bodies report to Parliament through the Minister: the Canada Employment and Immigration Advisory Council, and the Immigration Appeal Board.

Laws and Regulations

- Unemployment Insurance Act 1971, SC 1970-71-72, c. 48 (excluding Parts IV and VIII) and Associated Regulations, i.e., Unemployment Insurance Regulations, CRC 1978, Volume XVIII, c. 1576 and the National Employment Service Regulations, CRC 1978, Volume XVIII, c. 1573
- Employment and Immigration Reorganization Act SC 1976-77, c. 54, including Part I — Employment and Immigration Department and Commission Act, and Part II — Canada Employment and Immigration Advisory Council Act
- National Training Act, SC 1980-81-82-83, c. 109 and Regulations
- Emergency Gold Mining Assistance Act, RSC 1970, c. E-5, Subsection 6(2)
- Reinstatement in Civil Employment Act, RSC 1952, c. 236
- Immigration Act 1976, SC 1976-77, c. 52 and Regulations
- Employment Tax Credit Act, SC 1977-78, c. 4, s. 7
- Government Annuities Act, RSC 1970, c. G-6 and Regulations
- Government Annuities Improvement Act, SC 1974-75-76, c. 83
- Labour Adjustment Benefits Act, SC 1980-81-82-83, c. 89
- Labour Mobility and Assessment Incentives Regulations, CRC 1978, Volume III, c. 330
- Manpower Mobility Regulations, CRC 1978, Volume XIV, c. 1323
- Adjustment Assistance Benefit Regulations (Footwear and Tanning Workers), CRC 1978, Volume III, c. 317
- Adjustment Assistance Benefit Regulations (Clothing and Textile Workers), CRC 1978, Volume III, c. 316

Overall Responsibilities

The deputy minister/chairman, associate deputy minister/vice-chairman, and the two commissioners make up the heads of the Commission/Department.

These four people are the immediate extension of the Minister and collectively administer the *Unemployment Insurance Act* as amended, including jurisdiction over the National Employment Service and the *National Training Act;* the *Immigration Act* and various employment programs under Appropriations Acts; and the *Annuities Act*.

They collectively deal with legislative review and consequent amendments; regulatory changes; special applications of the legislation such as adjudication principles, labour conflicts, work-sharing agreements and job creation projects; appeals to the Federal Court; Unemployment Insurance (UI) premium rates; budgets impacting on the UI fund, appeals to the Commission concerning UI premium reductions; agreements with provinces or other countries; appointment of agents; delegation of authority to officers as employees of the Commission/Department; annual reports to the Minister and Parliament; all submissions to Cabinet; and major directives to field offices concerning CEIC programs.

The two commissioners — one representing labour and the other employer interests — develop consultative mechanisms, dialogues, and information programs with business, union and employer associations and councils, keeping such groups well-informed on legislative, policy and program matters affecting them.

Organization

The Commission/Department's headquarters comprises nine major groups; four are directly concerned with services to the public: Immigration, Insurance, Labour Market Development and Employment Services; three provide professional, technical and administrative services: Systems and Procedures, Personnel, and Finance and Administration; the other two major groups are Public Affairs and Strategic Policy and Planning. An executive secretariat provides all services necessary to corporate decision-making, policy formulation, federal-provincial and international relations, and for administering Access to Information, Privacy, and Human Rights legislation within the Commission.

The Canada Employment and Immigration Commission is further organized into ten regions responsible for administering some 900 points of service across Canada. Each region is headed, in the cases of Québec and Ontario, by an executive director, and in all other instances, by a Director General. The Commission employs, across Canada, about 25,000 staff.

General Information

Available free in every CEIC office are pamphlets, brochures and other publications covering a wide variety of programs and services offered by the Commission and some other departments and agencies, both federal and provincial. Publications of a general nature, if not available at local offices, may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Publications Centre, Supply and Services Canada, Ottawa, Ontario, K1A 0S9.

Library services are available at CEIC's Head Office and regional offices at the following addresses:

Head Office

Employment and Immigration Canada
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

Regional Offices

Newfoundland

Employment and Immigration Canada
P.O. Box 12051
167 Kenmount Road
St. John's, Newfoundland
A1B 3Z4

Nova Scotia

Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, Nova Scotia
B3J 3E4

Prince Edward Island

Employment and Immigration Canada
P.O. Box 8000
199 Grafton Street
Charlottetown, P.E.I.
C1A 8K1

New Brunswick

Employment and Immigration Canada
P.O. Box 2600
565 Priestman Street
Fredericton, New Brunswick
E3B 5V6

Québec

Employment and Immigration Canada
1441 St. Urbain Street, 9th Floor
P.O. Box 7500
Montréal, Québec
H2X 2M6

Ontario

Employment and Immigration Canada
4900 Yonge Street
Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba

Employment and Immigration Canada
Eaton Place
Room 710
330 Graham Avenue
Winnipeg, Manitoba
R3C 4B9

Saskatchewan

Employment and Immigration Canada
Financial Building
600-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories

Employment and Immigration Canada
5th Floor
9925 — 109th Street
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory

Employment and Immigration Canada
Royal Centre
1055 West Georgia Street
Box 11145
Vancouver, British Columbia
V6E 2P8

Access Procedures

As Access Co-ordinator, the executive secretary is responsible for the administration of the *Access to Information Act* within the Department and can be reached at the following address:

Executive Secretary
Employment and Immigration Canada
13th Floor
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

A formal request under the *Access to Information Act*, must be made by completing an Access to Information Request Form and forwarding it to the following address:

Director
Public Rights Administration
Employment and Immigration Canada
4th Floor
Place du Portage, Phase IV
Hull, Québec
K1A 0J9

THE COMMISSION

INTERNAL AUDIT BUREAU

The Internal Audit Bureau is responsible for audits conducted within CEIC. Programs external to and funded by CEIC are also subject to audit.

Internal Audit reviews and appraises the effectiveness and efficiency of all operational and financial procedures and systems and identifies areas for improvement.

EXECUTIVE SECRETARIAT

This office, comprising five directorates, provides services necessary to corporate planning, policy formulation, federal-provincial and international relations and the application of public rights management. An extension of the Office of Chairman/Deputy Minister, it co-ordinates corporate executive decision-making, particularly deliberations on statutory matters.

Corporate policy formulation is affected by the range of programs and services offered to the public by CEIC; the provisions of Acts and regulations governing the operation of programs; government decisions altering the way CEIC operates, evaluates and pays for programs and services; and events occurring in federal-provincial or international relations.

Executive Management Services Directorate

This directorate manages the processes governing CEIC's business conduct at the national level. It develops guidelines and support mechanisms affecting deliberations by the Commission proper, the Executive Committee, and other executive bodies; it provides all necessary secretariat support services including research, conference scheduling, minute preparation, follow-up control action and systemic control; it prepares specifically formatted briefing material used by the Minister; and it manages a computerized corporate correspondence control system operating from the deputy head's office, which includes a parliamentary returns unit.

Intergovernmental Affairs — External Liaison Directorate

This directorate maintains formal liaison with provincial governments and the private sector on all matters affecting major initiatives taken in the labour market, immigration or unemployment insurance areas; it advises the Minister and Senior Executive on interlocking interests with the provincial governments, on intergovernmental or international relations and on courses of action recommended by a

variety of special task forces or committees. The directorate also arranges conferences or visits by CEIC executives and prepares all associated material.

Public Rights Administration Directorate

This directorate co-ordinates CEIC responses to enquiries and access requests made under the *Access to Information Act* and *Privacy Act*, and develops measures ensuring that the *Canadian Human Rights Act* is effectively applied within CEIC; it sets policies, develops educational support, establishes mechanisms, and administers the public rights of Canadians in respect of the legislation; it responds to complaints lodged with any of the Information, Privacy, or Human Rights commissioners; it notifies the public of access decisions taken, arranging where appropriate for the production of official files for scrutiny; and it acts as a monitoring body, gathering data on the operation of the legislation and providing reports to the Minister and public rights commissioners.

Emergency Planning Directorate

This directorate centrally co-ordinates all emergency human resources planning for Canada through CEIC's headquarters and field offices as the National Emergency Agency for Human Resources (NEAHR). In liaison with emergency and security agencies, such as the Department of National Defence, the RCMP and Emergency Planning Canada, it issues policies, emergency procedures and periodic standing orders on alternatives for CEIC operations in the event of major disasters, wars or civil emergencies.

Security Directorate

This directorate provides policy analysis and advice on security matters; it administers a special control program for receipt, storage and distribution of sensitive intelligence and security information and administers programs of co-operation with the RCMP.

CORPORATE INITIATIVES

This group, reporting directly to the deputy head, initiates, manages and co-ordinates corporate projects in the areas of quality of service and productivity improvement; it acts as the deputy head's service improvement centre, promoting quality of service and productivity improvement strategies throughout the CEIC and advising the corporate organization; and it also undertakes special assignments outside the scope of normal program or service areas.

IMMIGRATION

This group, composed of four branches and one directorate, administers Canadian immigration law through the selection of immigrants, the entry of refugees, temporary workers, foreign students, other visitors and tourists. Other responsibilities include assisting Canadian residents on their return to Canada, applying enforcement and control measures to protect the health, safety and good order of Canadian society, and assisting in settling recently arrived immigrants.

Immigration levels are influenced by Canadian labour market considerations, regional demographic needs and consultations with individuals and organizations, both domestic and international. Each year in the Minister's report to Parliament, proposed immigration levels are announced for a specific time period; normally, special groups such as refugees are reflected in the projections but, in some cases, numbers of refugees might be increased as a result of unforeseen circumstances.

Manuals

- Employment Manual — note especially the following portions: transportation loans, adjustment assistance program, immigrant settlement and adaptation program, validation of employment offers
- Federal-Provincial Immigration Agreements
- Immigration Manual (IC) — security guidelines and procedures containing information defined as internal communications, such as security and criminal criteria relating to immigrants and visitors, and guidelines for detecting visa and passport forgeries
- Immigration Manual (ID) — guidelines and procedures on the collection of immigration information
- Immigration Manual (IE) — guidelines, procedures, instructions and background information on examinations at Canadian ports of entry, inland control, appeals and litigation, removals and security deposits (bonds)
- Immigration Manual (IL) — legislative component (including the *Immigration Act*, 1976) for the guidance of immigration officers
- Immigration Manual (IS) — guidelines, procedures, instructions and background information on the recruitment, selection and processing of immigrants and visitors abroad; inland control; appeals and litigation; removals; and security deposits (bonds)
- Occupational Demand and Area Report
- Primary Immigration Examination Directives — for customs officers at ports of entry dealing with the initial examination of persons seeking admission to Canada
- Transportation Directives — information to carriers of their responsibilities under the *Immigration Act* when conveying passengers to Canada
- Travel Information — international publication that includes Canadian passport and visa requirements
- Treasury Board Terms and Conditions — information regarding the adjustment assistance program, immigrant settlement and adaptation program, host program for refugee settlement
- World Index — advises immigration officers and RCMP liaison officers, country by country, on security and criminal examination facilities, medical facilities, coding information and visa requirements

Operations Branch

Through three directorates, this branch administers the *Immigration Act* and Regulations as it pertains to the examination of persons seeking entry into Canada; facilitates entry of diplomats, temporary workers, foreign students and other legitimate visitors; denies use of Canadian territory to persons who are likely to engage in criminal, subversive or terrorist activities; prohibits inadmissible persons from entering Canada; removes from Canada those in breach of the provisions of the legislation; and explains and interprets, for immigration officers, other federal and provincial departments and agencies and concerned individuals, those sections of the legislation and policy that are the responsibility of the branch.

Case Review Directorate

This directorate is concerned with representations regarding the admission of immigrants, workers and students. It has the authority to resolve exceptional cases by means of Minister's permits, Special Review Committee discretion and Order-in-Council. The directorate also administers the Act as it relates to preventing the movement to, admission to or continued stay in Canada of persons who are not permitted under the Act to enter or remain here. This responsibility involves the identification, apprehension, detention and prosecution of such persons, as well as protecting the Minister's interest in subsequent appeals and litigation to which these persons are entitled.

Procedures and Instructions Directorate

This directorate administers the legislation as it relates to admission and enforcement procedures; to transportation companies, vehicles and crews coming into Canada; to inland investigations; to arrests and prosecutions, enquiries and appeals; and to removals and departure notices. The directorate provides explanation, interpretation, instruction and guidance on the immigration legislation for immigration officers, other federal and provincial agencies and concerned individuals. It also interprets, disseminates and monitors immigration legislation by issuing and revising guidelines, procedures and instructions.

Analysis and Intelligence Directorate

This directorate monitors the branch's activities. It evaluates intelligence received from within CEIC, law enforcement agencies and other sources on persons and organizations, with regard to illegal immigration practices.

Planning and Program Management Branch

Through its three directorates and the Legislative Review Committee, this branch provides operational and administrative support to the Immigration Program in the following forms: program planning; performance measurement; creation and maintenance of computerized program data banks; staff training; operational guidance to personnel working at regional and local offices; review and amendment of the *Immigration Act* and Regulations; management-union consultations; and secretariat services.

Program Data Directorate

Responsibilities of this directorate include the development, co-ordination, collection, verification and maintenance of computerized record systems on immigration activities, and the creation and production of reports concerning such activities or their analysis. Information from computerized records is made available to CEIC offices at various levels and to the Public Affairs (Information Services) component of CEIC for delivery to the public. The directorate is also responsible for storing and accessing all records on microfilm dealing with the status of individuals, i.e., immigrant and visitor documentation.

Co-ordination and Liaison Directorate

This directorate co-ordinates immigration input into CEIC and government programs and co-ordinates and implements CEIC and government policies, procedures and guidelines at headquarters. Support is given to the Minister by providing material pertaining to the immigration program and the processing of correspondence addressed to the Minister on immigration matters. The directorate provides secretariat services to immigration management committees; supports the delivery of the immigration program (development of staff training materials, manual production, forms management, co-ordination of production and delivery of immigration officers' uniforms); co-ordinates the Department's response to requirements associated with the Access to Information and Privacy legislation and negotiates and liaises with External Affairs on the funding and the delivery of programs abroad, secondments, visa officer training and other unresolved matters.

Resource Planning and Control Directorate

This directorate provides immigration input to CEIC planning, budgeting and expenditure control processes and is responsible for measuring the performance of the immigration program.

Legislative Review Committee

The chairperson of this committee maintains and provides information and advice on the origin, intent and interpretation of the *Immigration Act* and related legislation. The chairperson establishes and manages systems concerned with the design and analysis of proposals for new or amended legislation.

Policy and Program Development Branch

This branch, through five directorates, administers policy, sets priorities and provides guidance to immigration field offices on the admission of immigrants and visitors. In particular, this includes levels of immigration, by classes and categories, in response to such concerns as occupational demand in the Canadian labour market; humanitarian considerations relating to the relief of refugees; social policies reflected in family reunification programs; or the need for temporary admission for study or for seasonal or other short-term employment.

Levels of immigration are formulated on the basis of analysis and consultation relating to each of the three classes of the immigration intake. In the labour market, the object is to select workers with specific skills needed to meet labour force shortages in Canada.

The number of refugees admitted each year is set out in an annual refugee plan specifying a global number of refugees to be accepted and allotment areas from which they are to be selected. This plan is formulated in consultation with private groups, provincial governments and the United Nations High Commission for Refugees.

The number of family class applicants admitted has a direct relationship to the number of applications submitted each year by family members already residing in Canada.

Policy Development Directorate

This directorate develops policy on levels and composition of immigration to Canada. Consultation occurs with provincial governments and with other agencies both public and private. It is responsible for preparing submissions to Cabinet and an annual report to Parliament and for developing admission policy on students and non-immigrant workers.

Regional Policy and Program Relations Directorate

This directorate develops federal guidelines for federal-provincial consultations required by the *Immigration Act* and co-ordinates such consultations; develops or modifies immigration agreements with the provinces, both in general and in specific policy areas, such as refugees, settlement and foreign workers; manages and monitors existing agreements with provinces; provides advice to management on the need for new programs or other efforts; and develops new approaches to meet current and future needs.

Program Development Directorate

This directorate is responsible for the development, management and administration of all Commission programs governing the admission of specific categories of immigrants and visitors. These include those programs related to temporary workers, students, academics, entertainers, domestics, medical doctors, seasonal farm workers, carnival workers, entrepreneurs and self-employed persons, engineers, graduate assistants and adoptions.

Refugee Affairs Directorate

This directorate is charged with the development and monitoring of CEIC programs for refugees and other humanitarian programs and for designing the processes and the selection standards to give effect to

these policies. It also maintains liaison with other government departments concerned with refugee affairs, specifically External Affairs, and other private interest groups. The creation and maintenance of records reflects the need to maintain a viable system of retention and access to a wide variety of material required to carry out these functions, e.g., background material on refugee situations in other parts of the world, and procedural and policy advice to the field.

Data Analysis and Forecasts Directorate

This directorate is responsible for the design and development of immigration processing systems in order to manage immigration components in accordance with levels established by Cabinet. The directorate also monitors immigration processing, forecasts immigrant landings, and carries out simulations of policy alternatives.

Settlement Branch

This branch is concerned with promoting a smooth transition to a new life in Canada for refugees and others who immigrate here. The branch administers the various programs of financial assistance to immigrants, such as transportation loans and contributions to cover the basic needs of life. Contributions are also made to voluntary organizations involved in providing settlement services to newcomers, including interpretation and counselling. Forms of assistance other than financial aid are also provided, such as reception and accommodation services and the matching of refugees to Canadian sponsors.

Adjudication Directorate

This directorate is responsible for providing adjudication services throughout Canada. The *Immigration Act* and Regulations provide for an adversarial system of quasi-judicial decision-making to determine whether a person seeking to enter Canada may do so, or whether a person already in Canada will be allowed to remain or be required to leave. In addition, the detention of any person detained pursuant to the *Immigration Act* must be reviewed regularly.

The directorate also ensures that immigration enquiries and detention reviews are held in accordance with the *Immigration Act* and Regulations, the principles of natural justice, and within the time frames prescribed by the Act and Regulations.

INSURANCE

This group develops and promulgates legislative changes, policies and activities governing the delivery of the Unemployment Insurance Program. It is also responsible for developing and promulgating policies and guidelines for the delivery of insurance services; for providing CEIC with actuarial services and advice concerning the strategy and operations of the Unemployment Insurance Program and the Government Annuities Program; and for responding to ministerial enquiries.

In addition, the group develops legislative proposals and policies pertaining to the Unemployment Insurance Premium Reduction Program, which provides for the granting and control of premium reductions to employers with qualified wage loss replacement plans. The group, moreover, represents the Commission in submitting or contesting appeals to higher courts with respect to decisions made concerning payments to individuals or the granting of premium reductions to employers.

The Insurance group defines and recommends to the Commission, objectives, goals, strategies, regulatory changes, priorities and action plans. These provide a basis for long- and short-range operational planning and a basis for measurement of performance.

Manuals

- Insurance Services Policy Manual — official EIC policies on the administration of the *Unemployment Insurance Act* and Regulations, more specifically centred on the processing of claims, the payment of benefit and other related matters such as: sharing of premium reduction, establishment and maintenance of boards of referees, assignment of benefit, interruption of postal services and union hiring halls
- Digest of Benefit Entitlement Principles — principles (based on and derived from an analysis of applicable legislation and jurisprudence) to be applied in determining entitlement to unemployment insurance benefits. Also includes interpretative analyses of recent selected Canadian Umpire Benefits (CUB)
- Benefit Policy Circulars — used by the Benefit Policies Branch to communicate changes in policies and procedures concerning entitlement determination and appeals
- Umpire's Decisions (Canadian Umpire Benefits — CUB)[4] — published decisions of the umpire involving entitlement to unemployment insurance benefits
- Index of Umpire Decisions — pertinent decisions handed down by umpires, the Federal Court of Canada and the Supreme Court since 1971 on entitlement to unemployment insurance benefits
- Investigation and Control Manual — policies, programs, directives and procedures governing the investigation and control of UI benefits
- Dictionary of Medical Yardsticks — a reference book used in determining the duration of incapacity for sickness benefit claims. Describes briefly some 500 illnesses or injuries, indicating the periods of incapacity
- Premium Reduction Manual — policies, principles and procedures for processing applications for and determining entitlement to a UI premium reduction, also procedures and guidelines for auditing employers who are granted a reduction

Actuarial Services Branch

This branch provides CEIC with actuarial services and advice concerning the policy, strategy and operations of the Unemployment Insurance Program and the Government Annuities program. Advice and services are provided on an on-going basis and through specific projects of an actuarial nature; on assessing proposals in relation to predetermined objectives and criteria; through the policy development and the actual determination of minimum and maximum weekly insurable earnings, annual employer and employee premium rates, rates of premium reduction in respect of qualified wage-loss replacement plans, actuarial projections of costs and revenues under the UI accounts, actuarial determination of liability and interest credit and surplus or deficit in respect of the Government Annuities Account; reconciliation of accounts and general assistance to the Auditor General; on actuarial analysis of the financial experience of the Unemployment Insurance Account, the Annuities Account and of the mortality experience under the Government Annuities; on legislative and regulatory proposals for the Government Annuities program, and the preparation of the annual report to Parliament; on the development and operation of the premium reduction appeal system. Much of the advice is required by law (the *Unemployment Insurance Act*, *Government Annuities Act* and *Government Annuities Improvement Act*).

Insurance Policy Branch

This branch, through three directorates, develops legislative proposals, policies, directives and guidelines governing the eligibility for and the payment of unemployment insurance benefits. The branch also develops and maintains an appeal system for the Commission, employers and dissatisfied claimants. Similarly, the branch develops legislative proposals and policies for granting unemployment

insurance premium reductions to employers, for reviewing decisions denying a reduction and for auditing employers granted a reduction.

Policy and Legislation Development Directorate

This directorate develops policies relating to the payment of unemployment insurance benefits, the coverage and insurability of employed persons, and the granting of unemployment insurance premium reductions to employers. In addition, the directorate develops the unemployment insurance legislation required for implementing these policies and processes them through the Commission, the Department of Justice and ultimately the Governor-in-Council or Parliament. The above involves the review and analysis of briefs submitted to the Commission, the preparation of discussion or position papers, and liaison with the provinces and other countries on matters impacting on unemployment insurance legislation.

The directorate also develops legislative proposals, policies and guidelines pertaining to the insurability of employment, and reviews and monitors the application of unemployment insurance legislation by Revenue Canada Taxation (RCT). It also develops policies for and administers the Supplemental Unemployment Benefit (SUB) program. Other responsibilities include the co-ordination and development of policies and procedures for the Labour Adjustment Benefit program.

Benefit Entitlement Directorate

This directorate develops and issues national policies, programs and guidelines concerning the entitlement to and the payment of unemployment insurance benefits to individuals who are unemployed and to workers who are off work due to sickness, disability, pregnancy or adoption. The directorate also prepares and distributes circulars and work instruments for use by unemployment insurance agents and provides guidance or decisions to the regions in complex cases.

The directorate also develops legislative proposals and policies pertaining to the unemployment insurance premium reduction program, develops and administers a review system for employers, and develops and maintains an audit function of employers granted a reduction.

Appeals Directorate

This directorate develops and maintains a national unemployment insurance appeal system. This includes developing and implementing national policies and programs arising from legislation and established jurisprudence. The directorate also provides all services necessary to process appeals at each level of the system, namely, the Board of Referees, the Umpire and the Federal Court of Appeal. Canadian Umpire Benefit Decisions (CUBs) are published and provided to the field for reference purposes.

Control Branch

This branch, through its four components, develops, tests and executes policies, programs and procedures for the prevention, detection and deterrence of fraud and abuse in the areas of unemployment insurance benefits. The branch also develops priorities and objectives for the various control activities and assesses overall performance in this regard.

Control Policy Directorate

This directorate reviews and develops policies and guidelines for the investigation and control of all matters relating to unemployment insurance benefits. The directorate also provides functional guidance to the regions.

Planning and Analysis Division

This division develops and maintains the overall plans and strategies and co-ordinates the various activities within the Control Branch. It develops operational guidelines, sets priorities and objectives and, by means of an information system, assesses the performance of the Control Branch. It also ensures the timely production of all documents relating to the planning and accountability process.

Control Programs Directorate

This directorate identifies, researches, develops, implements and maintains programs, strategies and guidelines to detect, deter and prevent abuse and fraud in the payment of unemployment insurance benefits. This includes computerized and non-computerized programs and systems directed at national, regional and local levels. It also develops, implements and maintains a national quality control program, an Investigation and Control Officer Training Program, an investigation and control manual, and other ancillary services necessary to the control function in the field.

The directorate also develops and maintains control programs based on the receipt of periodic reports from employers concerning the hiring or employment of workers. The directorate enters into agreements with employers on behalf of the Commission and utilizes the data on unreported work or earnings to deter or reduce the incidence of improper benefit payments. Strategies, systems and procedures are developed and implemented as appropriate.

Insurance Services Branch

This branch is responsible for developing policies, directives and guidelines for the operational delivery of insurance activities through the Canada Employment Centres (CECs). The branch is also responsible for developing policies pertaining to the related medical advisory services for sickness and maternity claims. Other responsibilities include the monitoring and analysis of insurance services and the development and maintenance of a comprehensive tracking system.

Medical Advisory Services

This division formulates, develops and tests operating policies and develops policy guidelines related to claims for sickness and maternity benefits. The division also acts as a co-ordinating body for medical claims submitted for the attention of the medical advisors.

Insurance Program Services Directorate

This directorate develops, tests and institutes national insurance operational policies and activities related to the claim processing cycle and related functions, such as the Record of Employment (ROE) and Employment Market Information Services. Other responsibilities include a quality control - quality assurance activity for ensuring adherence to policy directives and guidelines, the identification of the need for and the development of the necessary forms for the processing of claims, and external liaison activities to guide and advise claimant, union and industrial groups.

Insurance Management Services Directorate

This directorate monitors and assesses the efficiency and effectiveness of those operational policies, projects and activities associated with the delivery of insurance services, including activities of quality control and assurance and those affecting the speed and quality of service. The directorate also measures, analyzes and forecasts operational performance and plans the co-ordinated introduction of improvement initiatives.

Comprehensive Tracking System

This directorate provides timely, accurate and comprehensive information and analysis to management on overpayments, underpayments, programs and activities, permitting management to monitor and track changes on a continuous basis.

LABOUR MARKET DEVELOPMENT

This group designs and administers programs to improve employment opportunities in the Canadian labour market. Programs, either operated directly by the group or purchased from provincial governments through negotiated agreement, deal with skills training; apprenticeship courses, technical or financial assistance, community-based employment incentives, and job creation schemes for student, adult, community or disadvantaged workers.

In addition, the group assesses the impact of the Immigration Program on the labour market so that Canadian labour is given priority over foreign workers entering Canada. It also assists community organizations, government institutions and the private sector, both management and labour, in their manpower planning and labour adjustment problems.

Manuals

- Employment Manual (EA) — five volumes in fifty chapters, covering the following: legislative component, including the *Unemployment Insurance Act*, Part VII; the National Employment Service Regulations; excerpts from the *Canadian Human Rights Act* and the *National Training Act* and Regulations; labour market information, including Canadian Classification and Dictionary of Occupations, occupational shortages survey, layoff reporting system, industrial disputes, and policies and procedures relating to the recruitment of foreign workers; guidelines, policies, procedures, documentation requirements and agreements relating to various types of national training programs; background information, quidelines, procedures and agreements relating to employment programs in the industrial and agricultural sector; information, guidelines, terms and conditions of agreements relating to various types of employment development programs at the community level
- Federal-Provincial Training Agreements — guidelines relating to the negotiation and administration of federal-provincial training agreements, for regional office use
- Operations Guide — Canada Works
- Operations Guide — Job Corps
- Operations Guide — Local Employment Assistance and Development Program

Training Branch

This branch establishes policy, sets priorities and provides guidance to regional offices on the administration of training programs set up under federal-provincial training agreements and in accordance with the *National Training Act*. This Act permits the branch to purchase for its clients space, or "seats", in provincially or privately operated training courses, teaching skills in occupations for which there is demand, and to contract with employers and groups to provide on-the-job occupational training. It ensures that training agreements are consistent with CEIC objectives and with the needs of the labour market; that training allowances are determined; and that training programs are certified, monitored and evaluated. It recommends to CEIC regional allocations of program funds, annual training plans, and directions which training strategies should take in meeting occupational needs.

Industrial Training Directorate

This directorate develops national policies for industrial training programs whereby, through financial and consultative assistance provided under several such programs, employers initiate training courses for their employees. By reimbursing part of the costs employers incur, the directorate improves the employability and earning capability of workers and the training capacity of employers. Training proposals must fall within program guidelines and meet current training priorities established according to regional needs as determined by the federal-provincial joint labour needs committees.

Institutional Training Directorate

This directorate develops national policies and directions for institutional training programs and services to meet the needs of industry for suitably skilled workers, gives workers skills required to increase their employability, and purchases space, or "seats", for its clients from provincial governments or private institutions offering training courses. Program elements include Occupational Skill Training, which provides skills needed to perform satisfactorily in available jobs; Basic Training for Skill Development, which raises academic levels of trainees to meet occupational training course or job entrance requirements; Job Readiness Training, which helps trainees overcome special barriers to employment by providing the opportunity to learn basic skills necessary to find and hold suitable employment; Work Adjustment Training, designed to provide short periods of assistance to workers whose attitudes and work habits conflict with requirements of employers; Apprenticeship Training, which provides classroom instruction for registered apprentices; Language Training, which enables immigrants, Canadian migrants and native people to learn either of the offical languages of Canada in order to compete for and secure employment in their usual occupation; and Occupational Orientation, to provide practical experience in a variety of trades to assist in the selection of a trade.

Program Analysis and Information Directorate

This directorate designs and operates computerized information systems on employment training programs to provide statistical data. It develops specifications of national program data requirements and provides guidance on determining costs of courses and programs. It prepares program data, reports on program activities and assesses the operational effectiveness of training programs. It maintains and analyzes information to identify occupations requiring special action under the *National Training Act*.

Course Assessment and Improvement Directorate

This directorate provides consultative services and assessments of quality of training courses for improving employment training in Canada. It also provides secretariat services for the Interprovincial Standards Program (Red Seal), which aims to produce standards of training and certification for journeymen in most trades coming under provincial trade workers' qualifications legislation.

Program Policy Review and Development Directorate

This directorate develops and recommends national policy directions in response to labour market trends; develops recommendations on the preparation of legislation and federal-provincial training agreements; assists in the negotiation of such agreements; is responsible for the development of the annual list of occupations of national importance; and co-ordinates, develops and recommends national responses to requests related to training from international bodies.

Program Development and Implementation Directorate

This directorate develops and implements new training initiatives to meet identified needs of skilled workers; assesses impact of initiatives or delivery models and assists in evaluation to determine longer-term viability to meet program objectives; plans and co-ordinates the integration of successful initatives and delivery models into existing programs and administers the Skills Growth Fund (SGF), established to bring about more rapid increase in the training capacity for key skills associated with occupations of national importance designated under Subsection 2(3) of the *National Training Act*. The SGF's purpose is to make funds available for establishing, converting, and/or expanding facilities to provide such training. It also encourages the establishment of occupational training centres for target groups who need specially adapted training to overcome particular employment barriers. Except for on-going projects, activities under this program ended on March 31, 1985.

Labour Market Planning and Adjustment Branch

This branch assists in developing productive utilization of the Canadian labour force. It induces the private sector to undertake manpower planning and to assume greater responsibility for developing and training workers to meet their manpower needs. It also ensures that, in the development of policies and programs of other governmental agencies, consideration is given to their effects on the labour market. The branch verifies that labour market aspects of the immigration program reflect the needs of the labour market.

The branch manages the Industrial Adjustment Service, which helps management and labour to deal jointly with worker adjustment problems arising from technological and economic industrial change. It administers the Canada Agricultural Employment Program, designed to achieve optimum utilization of Canada's human resources for the agricultural labour market. The major elements of this program include Canada Farm Labour Pools, Local Agricultural Employment Advisory Boards, Foreign Seasonal Agricultural Workers Programs and Federal-Provincial Agricultural Employment Development Agreements. The branch exercises overall policy development and program co-ordination for the Industry and Labour Adjustment Program (ILAP) and the Work Sharing Program, and is CEIC's support to the Canadian Industrial Renewal Board (CIRB). It is also the Commission's representative on the Enterprise Development Board and the Regional Development Incentives Advisory Board, and publishes and the Monthly Lay-off Report.

Industrial Adjustment Service Directorate

This directorate encourages joint action by employers and their employees to deal with worker adjustment problems within their establishments. Incentives are made available to encourage employers to work with their employees to devise internal remedies for worker dislocations due to technological and other industrial changes including mass layoffs. Joint consultative committees of management and labour are set up with the assistance of CEIC. Financial assistance is also provided to employers who incur costs in transferring workers to other localities. The directorate negotiates and administers agreements, co-ordinates policy development for the Work Sharing Program, and prepares the Monthly Lay-off Report.

Adjustment Programming Directorate

This directorate assists community and industrial restructuring by providing supplementary labour adjustment assistance for specifically designated communities, workers, and industries.

The community-based labour measures delivered by CEIC consist of (a) portable wage subsidies for the re-employment of older workers; (b) job creation through Canada Works projects; (c) increased training course purchases; and (d) supplementary mobility assistance measures. The community-based measures also include Labour Adjustment Benefits (a last-resort income maintenance by Labour Canada). An additional feature is the establishment of Community Adjustment committees, which provide advice on community, economic and social re-development needs and facilitate co-ordination of program measures at the local level.

In addition, the directorate is responsible for the Canadian Industrial Renewal Program. This program is a series of industrial and labour adjustment measures for Textile, Clothing, Footwear and Tanning (TCFT) firms and workers, to assist those communities and workers most affected by gradual trade liberalization in TCFT commodities. Labour adjustment measures available to TCFT workers under this program include access to wage subsidies, enriched mobility assistance, enriched training allowances and, in the communities most severely affected, additional job creation, as well as Labour Canada's Labour Adjustment Benefits program, which is delivered by CEIC.

Human Resource Planning Directorates

The three human resource planning directorates are Energy, Construction and Agriculture; Manufacturing and Foreign Worker Policy; and Resources and Services. Human resource planning ensures that the private sector, both management and labour, identifies its future labour requirements as well as develops and implements measures necessary to meet its immediate and long-term labour needs. The directorates encourage organizations to integrate human resource planning into their overall corporate planning processes and assist them in implementing their plans by appropriate application of CEIC programs and services. CEIC industrial consultants maintain liaison with national and provincial employer associations, unions and other government departments responsible for economic development. They collect and analyze industrial employment information with emphasis on industrial occupational trends having a bearing on CEIC's operations.

Human Resource Planning Directorate (Energy, Construction and Agriculture)

This directorate encourages and helps energy, construction and agricultural industry employers and unions to plan for future labour requirements and to make more productive use of the existing labour force; consults and negotiates with agricultural organizations, foreign governments, federal and provincial authorities, providing policy input on other federal programs applicable to the agricultural industry; and administers the Canada Farm Labour Pools, local agricultural employment advisory boards, federal-provincial agricultural employment agreements, European Student Tobacco Worker program and the Caribbean and Mexican seasonal agricultural worker programs.

Human Resource Planning Directorate (Resources and Services)

This directorate helps employers and unions in the resources and services sectors to plan for future labour requirements and to make more productive use of the existing labour force. It helps CEIC to minimize adverse effects on both workers and communities using its resources and to formulate and apply labour market policies and programs throughout Canada. It assists other federal departments in developing economic, industrial and regional development resource and service industry policies for the labour market.

Human Resource Planning Directorate (Manufacturing and Foreign Worker Policy)

This Directorate helps employers and unions of manufacturing industries to plan for future labour requirements; develops and recommends labour market policies and guidelines relating to the employment of foreign workers in all industrial sectors; and administers the Foreign Worker Policy Program, which supplements Canada's labour force when required to meet necessary demographic, economic and social objectives.

Employment Development Branch

This branch develops and implements national plans, policies and procedures for employment development programs within CEIC. In the fall of 1983, job creation programs of the Employment Development Branch and the Employment Incentive Branch were consolidated: (a) to meet employment problems caused by cyclical downturns in the economy or by unforeseen industrial developments; (b) to encourage and contribute to local employment growth; and (c) to support human resource development.

The new programs that have emerged from this consolidation are the Local Employment Assistance and Development Program (LEAD), the Career-Access Program, the Canada Works Program and the Job Corps Program.

Canada Works Directorate

This program is designed to counter employment problems caused by cyclical downturns in the economy or by unforeseen industrial developments. The primary objective of the Canada Works Program is to create incremental, productive term employment for unemployed persons. In collaboration with the private sector, as well as with a broad range of public and community-based employers, immediate employment is created for unemployed persons during periods of economic downturn and labour market dislocations such plant shutdowns. Summer employment for returning students is provided under this program. Income maintenance provisions under Section 38 of the *Unemployment Insurance Act* are also utilized under Canada Works. The activities supported are reflective of community priorities and the broader federal and regional objectives of economic recovery and employment growth, as appropriate.

Canada Works subsumed the following programs, which were in existence prior to the fall of 1983: Canada Community Development Projects, with the exception of Youth Job Corps and Development Projects, the New Employment Expansion Development Program (NEED), *Unemployment Insurance Act*, Section 38 — Job Creation Program and the project component of the former Summer Canada: Student Employment Program. In the Fall of 1984, Summer Canada initiatives for students were cancelled. In 1985, summer employment for students will be provided through a new initiative entitled "Challenge '85."

Career-Access Directorate

This program, introduced by the Government of Canada in September 1983, is a key element in the Commission's labour market strategy for the 1980s. Its objective is the development of human resources through the provision of opportunities for individuals facing severe employment barriers. The program is designed to stimulate the employment of the disabled and the employment-disadvantaged by providing to eligible employers a subsidy expressed as a percentage of the gross wages paid to the worker, and in certain situations as an additional contribution towards other costs. People generally become eligible for the program after they have unsuccessfully carried out a job search for a period of time.

In addition, a Voluntary Initiatives Program (VIP) has been created to provide unemployment insurance recipients with productive work through the provision of services within voluntary, charitable organizations.

Career-Access subsumed the following programs, which were in place prior to the fall of 1983: Program for the Employment-Disadvantaged, Portable Wage Subsidy Program, Canada Community Services Projects, the internships component of the former Summer Canada: Student Employment Program and the New Technology Employment Program.

Job Corps Directorate

This program is designed to support human resource development by providing severely employment-disadvantaged individuals with the necessary preparation and employment-related skills to achieve labour market readiness.

Job Corps projects motivate and support constructive attitudes and lifestyles and prepare participants to function effectively in the labour market. The program provides contribution funding to organizations, individuals or businesses that are able to establish Job Corps projects. Groups, agencies, associations and businesses are eligible to provide assistance in the delivery of the program at the national level. Projects employ a core staff of specialized personnel who develop appropriate counselling orientation and on-the-job training modules for participants. The core staff consider each project participant on an individual basis and determine, from the services to be provided by the project, the appropriate training module or modules. Once participants have graduated from these training modules, the project can help place them in a work situation or in other employment development projects, or attempt to direct them to more enhanced training.

This program subsumed the following elements of programs which existed prior to the fall of 1983: Youth Job Corps of the Canada Community Development Project and the preparation projects of the Local Employment Assistance Program (LEAP).

Local Employment Assistance and Development Program Directorate (LEAD)

This program is designed to encourage and contribute to local employment growth. Ths purpose of the LEAD program is to increase the number of permanent jobs in localities of chronically high unemployment. The program allows for contributions to be made to LEAD corporations and LEAD projects. LEAD corporations provide contributions and grants to development organizations that represent community interests, to enable them to foster ongoing employment opportunities in their communities. LEAD corporations contribute to the enhancement of community organizational and planning capabilities. LEAD projects provide contributions to community representative organizations to carry out projects of three kinds: analysis and planning, to analyze a community's current position and determine a future course of action; enterprise, to increase ongoing employment by enterprise building and support to business within the framework of a community plan or regional development strategy; and infrastructure, to foster and demonstrate preparation and other community employment development activities.

In the fall of 1983, LEAD subsumed the retention projects of the Local Employment Assistance Program (LEAP), the Local Economic Development Assistance Program (LEDA) and the Development Projects of the Canada Community Development Program (CCDP).

Student Employment Programming Directorate

The directorate is responsible for co-ordinating the procedures for the distribution and control of funds allocated for the creation of jobs for students in the summer through various programs of CEIC or other

federal departments. The directorate is responsible for the implementation of the summer student components of "Challenge '85," more specifically the Summer Employment/Experience Development (SEED) and the Work Orientation Workshops (WOW).

Policy, Planning and Analysis Directorate

This directorate directs a range of responsibilities to enable branch programs to meet stated objectives, including policy development and analysis; corporate and operational planning; program analysis and design; development and maintenance of a comprehensive, integrated management information system for branch programs and services, and the development, organization and implementation of pilot projects that may influence future job creation programming. The directorate is also responsible for directing, organizing and co-ordinating the preparation of ministerial correspondence, briefing material and parliamentary returns dealing with all branch programming, and for the provision of the complete and comprehensive range of administrative support to all branch directorates.

EMPLOYMENT SERVICES

This group develops and disseminates policies, guidelines and procedures for the delivery of employment services to regional and field offices. The group also develops and promulgates policies, guidelines and procedures to meet the needs of particular client groups such as women, natives, youth and other individuals who are considered disadvantaged. Other responsibilities include monitoring and analyzing all such services offered by CEIC, and responding to ministerial enquiries.

Manuals

- Employment Manual (EA) — policies, procedures and guidelines for all employment services offered by CEIC

Employment Operational Services Branch

This branch is responsible for the uniform application of employment programs delivered through the Canada Employment Centres (CECs). The branch is also responsible for developing program policies pertaining to the placement service, mobility, and national job clearance activity. Other responsibilities include the issuance of directives and the control of the Employment Manual.

Operational Services Directorate

This directorate develops operational policies and guidelines for the delivery of employment services and programs to employers and workers through the Canada Employment Centre. The directorate provides guidance on the impact of federal and provincial Human Rights legislation on the Canada Employment Centre's placement services. In addition, it acts as a focal point for advice and the resolution of operational problems.

Mobility Directorate

This directorate designs and administers the Canada Mobility Program (CMP) and the National Job Bank (NJB) clearance system.

CMP provides financial assistance for unemployed workers who move to geographical areas where jobs are available. The NJB, a computerized clearance system, provides the means for workers to find suitable jobs and employers to find suitable workers in geographical areas across the country, when workers or jobs are not available locally. The NJB control centre is located in Hull, Québec. Job information is available through Canada Employment Centres.

Outreach Program

This program provides personalized employment-related services to persons not able to benefit effectively from services offered by the Canada Employment Centres. CEIC financially assists Outreach projects by entering into contract with community based, non-profit organizations to sponsor projects.

Employment Support Services Branch

This branch develops policies, methods and materials for the counselling and testing of Canadians with regard to employment; it also develops training programs for CEIC staff who deal with employers and worker clients.

National Occupational Analysis and Classification Systems (NOACS)

This branch develops and provides national occupational databases, classification, standards and systems for Employment Services, the remainder of the Commission, and the private and public sectors of the labour market.

Manuals

- Canadian Classification and Dictionary of Occupations (CCDO) — a systematic classification structure in which all occupations are categorized

Special Groups and Affirmative Action Branch

This branch develops employment policies and program and strategy proposals. It ensures the effective implementation of special government policies and strategies designed to promote equal access to employment for Canadians generally and recommends policy changes that will benefit youth, natives, women, disabled persons and special-needs clients. The branch also maintains liaison with government and non-government bodies on matters pertaining to the pursuit of equity in employment, promotes the adoption of Affirmative Action (AA) plans by employers in the private sector and provides functional advice and guidance to the regions.

Youth Employment Directorate

This directorate develops employment policy and program proposals and options and strategies with respect to youth in the 15 to 24 age group. Youth program policies on the following have been developed for implementation: Canada Employment Centres for Students; Canada Employment Centres on Campus; Services to Secondary School Students; International Student and Young Worker Exchange Movements; Specialized Youth Units and Co-operative Education. The directorate also maintains liaison with government and non-government bodies on matters concerning youth and provides technical advice and guidance to the regions.

Native Employment Directorate

This directorate develops employment policies, proposals, and strategies to reduce the high rate of native unemployment. The directorate also maintains liaison with government and non-government bodies on matters concerning native employment, provides functional guidance to the regions and administers the Native Internship Program.

Women's Employment Directorate

This directorate is the focal point for all employment activities of the Commission that are designed to improve the employment situation of women. Besides providing guidance and advice to the regions and

initiating ongoing liaison with client groups, women's organizations, unions, government departments and agencies, the directorate reviews Commission policies, activities, procedures and legislation and recommends appropriate changes to achieve the efficient, effective and equitable participation of women in the labour market.

Disabled Persons Employment Directorate

This directorate develops and implements policies and programs aimed at ensuring the full and equitable participation of disabled persons in the Canadian labour force.

Special-Needs Clients Division

This division develops national strategies and formulates policy options in regard to CEIC employment activities and placement services designed to improve the employment situation and raise the level of employability of those persons identified as requiring extensive, above-average intervention by Canada Employment Centre counsellors and by improving the employment barriers of such special groups as older workers, ex-offenders and welfare recipients.

Affirmative Action Directorate

This directorate promotes the adoption of affirmative action plans by employers in the private sector. Affirmative action in employment is a comprehensive plan adopted by an employer to remedy systemic discrimination, which may be manifested by lower wages, higher unemployment and lower occupational status for certain individuals or groups. Specifically, the branch is responsible for the Federal Contracts and Affirmative Action Program. The Federal Contracts Program promotes the voluntary adoption of affirmative action plans for women by Crown corporations and by industries that benefit from federal contracts. Affirmative action promotes the voluntary adoption by the private sector of affirmative action plans for women, natives and disabled persons.

Functional Services Division

This division co-ordinates policy development and organizes and directs the provision of research, administrative and information services for and on behalf of the Special Groups and Affirmative Action Branch.

Employment Services Planning and Analysis Branch

This branch monitors and assesses the efficiency and effectiveness of those operational policies, projects and programs associated with the delivery of employment services, including programs affecting the speed and quality of service. The branch also measures, analyzes and forecasts operational performance and, on behalf of the Employment Services Group, co-ordinates all activities relating to the planning and accountability process.

SYSTEMS AND PROCEDURES

This group develops and executes policies, plans and programs for an integrated clerical, manual and electronic data processing (EDP) system to deliver CEIC's services. EDP services are provided at national headquarters and, with the functional guidance of the group, at EDP facilities in the regions. Other responsibilities include a management advisory service, a forms development and design service and an administrative support unit to monitor financial transactions and liaise with Finance and Administration and Personnel on administrative matters.

Manuals

- Benefit Manual — procedures for processing initial, renewal and revised claims for unemployment insurance benefits
- Manual Pay System — procedures for processing non-automated payments of unemployment insurance benefits
- On-line Manuals — provides claimant, unemployment insurance benefits and overpayment information through computer terminals in regional offices and selected Canada Employment Centres and gives job information, employers, job seekers and referrals to employment through terminals in selected Canada Employment Centres
- Regional Computer Centre (RCC) Manual — processes to effect payment of unemployment insurance claims

Employment and Benefit Systems Branch

This branch develops, tests and implements EDP systems supporting the employment development and employment training programs, placement services offered by Canada Employment Centres, and the unemployment insurance benefit program which produces unemployment insurance payments, overpayment reports, T4U/TP4Us, and financial and statistical reports. It also develops and implements clerical procedures for processing claims for benefits in local offices and regional computer centres. Other responsibilities include developing and maintaining computer systems to detect and prevent fraud and abuse, designing and implementing CEIC's micrographic system.

Information Systems Branch

This branch designs and implements advanced EDP systems to support CEIC's long-range programs. It also develops, implements and maintains EDP systems supporting the social insurance number, Canadian Government Annuities and immigration programs, and information systems to assist management in finance, personnel, administration and operational performance. Other responsibilities include designing and acquiring computer hardware, software and data communication needs; obtaining the related servicing requirements; developing and executing EDP policy, systems and standards; providing technical guidance.

Computer Operations Directorate

This directorate develops policies, standards and procedures dealing with the operational processes and the security of all electronic data processing (EDP) installations in CEIC. It also evaluates the effectiveness of EDP and associated operations. Other major responsibilities include managing the EDP installation at national headquarters, national support of production software/hardware, and computer site design and engineering support.

Management Advisory Services Directorate

This directorate provides an in-house management consulting service to national headquarters and the regions in such fields as project management, organization analysis, work simplification, network planning and analysis, systems feasibility, systems analysis, design and development, systems and procedures implementation. It also administers CEIC's Forms Management program, which affects some 7,000 forms.

NATIONAL SERVICES

This directorate, reporting to the New Brunswick region, administers the Social Insurance Number (SIN) Program, the Canadian Government Annuities program and the Unemployment Insurance Premium Reduction Program. Its activities include the operational

aspect of these programs and the identification of areas requiring the development of legislative proposals, policies and guidelines.

Records for the above program are located at

National Services Directorate
Canada Employment and Immigration Commission
P.O. Box 6000
Bathurst, New Brunswick
E2A 4L8

Central Index

The SIN Program provides for the control and issuance of SINs to Canadian citizens, permanent residents, individuals who are neither Canadian citizens nor permanent residents, and for the confirmation of SIN information for certain government departments. Applications for SINs can be made at any Canada Employment Centre or Canada Immigration Centre, or be mailed to Central Index, P.O. Box 7000, Bathurst, New Brunswick, E2A 4L8.

Other responsibilities include the preparation of Record of Employment (ROE) documents for microfilming and computer indexing, and the maintenance of the ROE information bank; processing enquiries on the T4U/TP4Us (statements of unemployment insurance benefits paid and income tax deducted), which are issued annually.

Manuals

- Central Index Manual — instructions for processing SIN applications, Record of Employment (ROE) forms and tax enquiries (T4U/TP4Us)
- Handbook on SIN Registration — procedures for handling SIN applications in Canada Employment Centres and Canada Immigration Centres

Annuities Division

The Canadian Government Annuities program services over 240,000 annuity contracts owned by persons who bought them as private individuals or through pension fund contributions. Of these, about 150,000 are presently in payment; the rest are deferred and will mature at dates ranging from the present to about the year 2035.

Manuals

- Annuities Manual — procedures for the administration of Canadian Government annuities

Employer Registration Division

The division develops operational guidelines pertaining to the Unemployment Insurance Premium Reduction Program and determines entitlement to such reductions by employers with qualified salary replacement plans.

Manuals

- Premium Reduction Manual — procedures for processing applications for, and determining entitlement to, an unemployment insurance premium reduction

THE DEPARTMENT

PUBLIC AFFAIRS BRANCH

This branch, composed of four directorates and a support services section, is responsible for all promotion, information, publishing, advertising and media relations on behalf of the Commission. These activities assist the directorates of Corporate Affairs, Labour Market and Employment Services Information, and Immigration and Unemployment Insurance Information in fostering public awareness of the Commission's programs and services.

Corporate Affairs

This directorate is responsible for developing strategic communications planning within the Commission, research and evaluation, internal and external liaison, and managing corporate communications programs. These activities are carried out with the overall objective of promoting departmental policies, programs and services on a national basis and in response to major client's needs.

Labour Market and Employment Services Information

This directorate is charged with planning and carrying out communication strategies in support of employment development. Specifically, it is responsible for information on employment development, human resource development and special programs in order to create more public awareness, inform special target groups and motivate key economic sectors to develop initiatives that will lead to long-term community and employment benefits.

Immigration and Unemployment Insurance Information

This directorate determines communication strategies in support of the Unemployment Insurance program and Immigration policy. It is responsible for co-ordinating information to unemployment insurance claimants, immigrants and employers, in order to enhance public awareness and inform special target groups of their rights and obligations under the *Unemployment Insurance Act* and Regulations, and the *Immigration Act* and Regulations.

Information Services

This directorate is responsible for the design, production and dissemination of all information material for the Commission. Specifically, it handles advertising, direct mail, media monitoring, publications, graphic design, distribution, photography, sound recording, exhibits and special events, and provides technical support to the Commission's operational programs. This directorate also provides English and French language writing services and operates a central word processing unit.

STRATEGIC POLICY AND PLANNING

This group examines CEIC policies and programs relative to their objectives. Oriented strategically. Strategic Policy and Planning analyzes current and projected labour market demands, resources (namely domestic and foreign labour, students and immigrants) available to satisfy them, and identifies and develops policies alleviating imbalances. It is also responsible for studying paid educational leave as a system of manpower planning aimed at promoting economic expansion and social justice.

Labour Market Outlook and Structural Analysis Branch

This branch assists in the development of new strategies to match the supply of labour with demand. It also works towards the creation of a broader planning base for decision-making by incorporating more comprehensive data in its projections and assessments of occupational supply and demand in the medium- to long-term. In addition, the branch assists directly in the development of new policy proposals designed to enhance the supportive interrelationship among Commission programs, policies and services to ensure that the Commission is more effective in dealing with present and future challenges in the labour market. It is also responsible for the

implementation of the Canadian Occupational Projection System (COPS).

Planning Branch

This branch integrates a number of key elements involved in the initiation and development of a strategic policy framework for CEIC. These include long-term planning, mid-term corporate planning and the development of integrated sources of data for analysis; liaison with a network of regional economists; and linkages with international bodies such as the Organization for Economic Co-operation and Development (OECD).

Program Evaluation Branch

This branch develops and implements a comprehensive strategy for evaluating CEIC programs.

Policy and Program Analysis Branch

This branch analyzes labour market conditions and identifies program implications; develops proposals for modifications in policies and programs; and prepares ministerial and senior management briefings on the labour market, income maintenance programs and immigration, and policy options.

Unemployment Insurance Analysis Directorate

This directorate conducts ongoing analyses of the economic and labour market effects of the Unemployment Insurance Benefit Program.

Employment and Immigration Analysis Directorate

This directorate has responsibility for policy and program development and the in-depth analysis of the labour market. These analyses include human resource development, employment creation and immigration and demographic analysis.

Briefing and Current Analysis Division

This division has responsibility for a comprehensive program of analysis and dissemination of information on national market conditions, as well as for a review of all Cabinet documents originating in other departments, preparation of briefing material for senior management and preparation of ministerial correspondence on labour market policy.

Classes of Records

The Commission

EIC/IAB-005 *Formerly Identified as:* EIC-10
Internal Audit
Description: Information available on policies and procedures relating to audit plans. *Topics:* Guidelines for evaluating financial and human resources operational systems; long range audit plans; assessments of materiality, risks and other operational concerns; objectives of individual audit assignments; types of audits conducted; special audits requested by management covering unemployment insurance, employment services, labour market development, immigration, systems and procedures and such internal support function areas as financial, administrative and personnel services.

EIC/IAB-010 *Formerly Identified as:* EIC-20
Working Papers
Description: Support and reference documents used by auditors in compiling audit reports. *Topics:* Procedures and guidelines for conducting an audit; tests performed, such as predetermined questionnaire format and content; information obtained from audits, and conclusions and recommendations.

EIC/IAB-015 *Formerly Identified as:* EIC-30
National Audits
Description: Policies, procedures and guidelines for conducting national audits. *Topics:* Control and assessment reports on public property revenues; expenditure reports on unemployment insurance, employment services, immigration, labour market development, special programs and internal financial, administrative and other support services; efficiency and effectiveness reports on all operational and financial procedures.

EIC/IAB-020 *Formerly Identified as:* EIC-40
Regional Audits
Description: Policies, procedures and guidelines relating to regional audits. *Topics:* Control and assessment reports of program and service delivery through local offices, including reception and enquiries services, social insurance number applications and processing of unemployment insurance claims, as well as reports on the recruitment, selection, enforcement, exclusion and removal processes conducted by Canada Immigration Centre officers.

EIC/SEC-025 *Formerly Identified as:* EIC-50
Secretariat
Description: Correspondence and policy on general activities. *Topics:* Enquiries on public rights management; policies governing corporate strategies, international relations and federal-provincial liaison; committee reports and minutes of meetings; association briefs, cabinet submissions and institutionally produced papers; proposals on corporate policy formulation, security and emergency planning and quality of service; records of decisions made by the Commissioners and Executive Committee; administration of the Secretariat.

EIC/SEC-030 *Formerly Identified as:* EIC-60
Executive Management Services
Description: Policy, correspondence and documentation concerning corporate strategy, planning activities and standing committee support services. *Topics:* Policy, background and legislation documents, agreements and committee procedures; Orders-in-Council; Commission documents, procedures for regular amendments and submissions to the Governor-in-Council; reports, minutes, records of deliberations; corporate level briefings, committee meetings, agendas, times and decisions (policy, administrative and management).

EIC/SEC-035 *Formerly Identified as:* EIC-70
Intergovernmental Affairs — External Liaison
Description: Information on social and employment legislation; policy and guidelines on federal-provincial co-ordination. *Topics:* Enquiries on federal-provincial relations; agreements negotiated in connection with immigration or employment policies; reports and briefs of parliamentary committees, government task forces and public associations affecting the interpretation of legislation or a variety of social issues; background on international and federal-provincial relations, and descriptions of decisions made.

EIC/SEC-040 *Formerly Identified as:* EIC-80
Access to Information and Privacy
Description: Policy and guidelines on Access and Privacy; statistical and personal information provided by enquirers in their access requests. *Topics:* Policies and procedures for each component of the legislation; background on legal interpretations of access rights; individual case files; statistical data on requests and complaints;

documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners; appeals and decisions; CEIC policies, procedures and measures encouraging access generally; administrative costs of public rights management.

EIC/SEC-045 *Formerly Identified as:* EIC-90
Human Rights
Description: Information on policies, guidelines, complaints and other human rights matters. *Topics:* Policies and procedures relating to implementation of legislation; reports on the human rights field; background information relating to complaint activities; individual cases.

EIC/SEC-050 *Formerly Identified as:* EIC-100
Emergency Planning
Description: Information on legislation, policy, correspondence and contingency plans relating to emergencies, whether local, regional, national or international, that affect CEIC peacetime operations and its National Emergency Agency for Human Resources (NEAHR) role. *Topics:* Policy, legislation, publications and manuals concerning peacetime planning, war measures (as outlined in the *War Measures Act*), and administration of emergency planning organizations; committee reports, briefs, submissions and action plans on international or interdepartmental liaison and action; regional contingency plans in the event of flood, famine, war or other disasters; references for other departments' emergency plans, their committees and agencies; NATO liaison and wartime planning; specific plans for earthquakes, nuclear incidents, oil spills, terrorism and strikes; training courses and civil and military exercises; administration of NEAHR.

EIC/SEC-055 *Formerly Identified as:* EIC-110
Security
Description: Policy guidelines and general correspondence on security and co-operation with the RCMP. *Topics:* Policies and procedures on personnel, physical, communications, EDP and administrative security; RCMP-CEIC co-operation; handling of immigration files at headquarters; Security Co-ordination Committee; minutes of meetings; briefs, reports, plans.

EIC/COR-060 *Formerly Identified as:* EIC-120
Corporate Initiatives
Description: Information on strategy, philosophy, policy and projects. *Topics:* Policy and correspondence on special projects, such as quality of service, action plans, strategies and parliamentary or cabinet documents; organization, mandate and administration of task forces, external public surveys and statistical results; philosophy and position papers from government and the private sector; applications of improvement strategies; indexes of government services, programs and listings in telephone directories; private sector handbooks, management texts and service pamphlets.

EIC/IMM-065 *Formerly Identified as:* EIC-130
General
Description: Policy and correspondence on general immigration and demographic activities. *Topics:* Enquiries on adopting foreign children, such as refugees or orphans; refugee status and permanent residence requested by foreign nationals in Canada who wish to remain for political, ideological, economic and/or social reasons; bonds or security deposits for non-immigrants by "guarantors" such as transportation companies, churches or relatives; association briefs and submissions, including suggestions and proposals for amending immigration policies or procedures; federal-provincial relations regarding immigration policies and procedures, such as reciprocal agreements, exchange of information or amendments to policies and procedures; policy on deserters and draft dodgers, including persons entering Canada legally or illegally who wish to remain as "landed immigrants" to evade compulsory military service or registration in the U.S. or elsewhere; Minister's permits representing authorization for persons who wish to immigrate but who do not qualify under normal selection criteria; ports and posts operations abroad, including staffing requirements and operational responsibilities of immigration officers abroad; religious groups and sects, including comments or questions from individuals and/or associations on the application of the *Immigration Act* and Regulations to members of religious groups or sects; tracing of individuals, including requests from individuals or organizations seeking to locate persons who have immigrated to Canada.

EIC/IMM-070 *Formerly Identified as:* EIC-140
Identification and Travel Documents
Description: Documents required to identify and admit persons who want to enter Canada. *Topics:* Description of regulations concerning identification and travel documents (such as passports, visas, crew lists and manifests, identification documents, immigration forms IMM-1000); and standards and procedures governing the validation or endorsement of such documents.

EIC/IMM-075 *Formerly Identified as:* EIC-150
Enforcement
Description: General correspondence relating to enforcement activities. *Topics:* Policies and procedures concerning arrest or detention of persons in violation of the *Immigration Act* and Regulations; escapes from custody by those detained or arrested; co-operation amongst law enforcement agencies on immigration enforcement prosecutions under the Act and Regulations.

EIC/IMM-080 *Formerly Identified as:* EIC-160
Exclusion and Removal
Description: Information on the policy and correspondence relating to the examination of persons refused entry to Canada or ordered to be removed. *Topics:* Adjudications on the conduct of immigration enquiries (case reports, presentations of evidence, decisions); discussion of appeals and litigation submitted to the Immigration Appeal Board and Federal Courts of Canada (denials of family class dependence, deportation of persons illegally in Canada); Enforcement Information Index: ("Lookout Index") for alerting examining officers of "undesirables" who might seek entry to Canada or, once here, seek to remain; definition of inadmissible classes of immigrants considered potential threats to the health and safety of Canadians; background material regarding immigration enquiries including case presentation, venue, legal counsel, criminal equivalencies, withdrawals of enquiries; matters relating to the Special Advisory Board, such as the examination of criminal intelligence reports concerning immigrants involved in criminal or subversive activities.

EIC/IMM-085 *Formerly Identified as:* EIC-170
Transportation
Description: Information on the transportation of immigrants to, from or within Canada. *Topics:* Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; deposit of security bonds for persons conveyed in companies' vehicles; responsibilities and regulations of travel agencies. *Retrievability:* Files are arranged by subject, company, committee or organization.

EIC/IMM-090 *Formerly Identified as:* EIC-180
Special Events
Description: Information on examination, admission and control of persons seeking temporary entry to attend or participate in special events taking place in Canada. *Topics:* Policies and procedures on special events generally; championships and contests; the Commonwealth Games; expositions; the Olympic Games.

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EIC/IMM-095 *Formerly Identified as:* EIC-190
Examination
Description: Information on the conduct of immigrant examinations and the interpretation of customs regulations. *Topics:* Policies and procedures relating to the examination of potential immigrants and other persons seeking entry to Canada, including customs regulations on the clearance of settlers, their personal effects, baggage and pets; activities of the Interdepartmental Inspection Services Committee (IISC) and project methodology regarding, for example, transit studies (passenger traffic at Canadian airports); medical examinations of persons applying for admission to Canada (X-rays, medical functions, communicable diseases, quarantine regulations); "security" and "criminal" screenings for clearance of persons seeking temporary admission.

EIC/IMM-100 *Formerly Identified as:* EIC-200
Monitoring and Analysis
Description: Documents used to monitor and evaluate operational aspects of the Immigration Program. *Topics:* Information on data systems and monitoring activities to identify changes in program operations.

EIC/IMM-105 *Formerly Identified as:* EIC-210
Enforcement Intelligence
Description: Information on the denial of entry to Canada of persons known to have been involved with criminal or other illegal activities. *Topics:* Exchange of intelligence information about persons who may try to enter Canada illegally to pursue unlawful activities.

EIC/IMM-110 *Formerly Identified as:* EIC-220
Data Systems
Description: Information on systems used for gathering or amending statistics and other types of information necessary for the operational support of the immigration function and programs. *Topics:* Information systems generally; standard statistical coding for completing forms; information-gathering systems (employment clearance, occupation, transportation tables, native language); data systems (immigrants abroad and in Canada, permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada). *Storage Media:* Microfilm, magnetic tape or disk.

EIC/IMM-115 *Formerly Identified as:* EIC-230
Records of Entry
Description: Vital statistics (surname, given names, date of birth, Canadian port of entry), of all persons entering Canada as permanent residents, and certain categories of visitors that must be documented. *Topics:* Definition of a permanent resident; of a Canadian citizen; of a deemed resident; of a returning resident; of an unregistered child born abroad of Canadian parents; of a visitor; of a student; of a temporary worker; of a ministerial permit; of a ship deserter; of deportation (expulsion orders, deportation orders, deportation reports, departure notices, confirmations of departure). *Retrievability:* Master index files arranged by surname; ships' names by port of entry; port of entry (arrivals). *Special Access Note:* Records of entry dated before January 1919 are in the custody of the Public Archives of Canada.

EIC/IMM-120 *Formerly Identified as:* EIC-240
Admission of Applicants to Canada (Revised)
Description: Information on policies and programs concerning the admission of applicants to Canada. *Topics:* Policies and programs for the orderly and planned admission of immigrants according to component groups (economic, social and humanitarian immigrants) and of visitors including tourists, temporary workers and foreign students. Related background information including labour market and demographic data. Policies on federal-provincial relations concerning immigration. Description of selection criteria and processing systems.

EIC/IMM-125 *Formerly Identified as:* EIC-250
Refugees and Displaced Persons
Description: Policies, procedures and general information on the admission of refugees and displaced persons. *Topics:* Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland because of war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between CEIC and provincial or international governments and agencies, such as the International Institute of Humanitarian Law, the Annual Refugee Plan, the United Nations High Commission for Refugees and the Refugee Status Advisory Committee. *Retrievability:* Files are arranged by subject, country, organization or group.

EIC/IMM-130 *Formerly Identified as:* EIC-260
Settlement Assistance and Transportation Loans
Description: Policy and correspondence on programs designed to help immigrants adjust to Canadian life. *Topics:* General settlement assistance; emergency adjustment assistance for accommodation, clothing, medical services, education and training; co-operation with ethnic organizations; government funding for voluntary immigrant agencies; reception and counselling services in Canada and abroad; assisted passage loans provided to those persons accepted as permanent residents. *Storage Medium:* Videotaped television programs on racial relations.

EIC/IMM-135 *Formerly Identified as:* EIC-270
Adjudication (Revised)
Description: Information on the *Immigration Act* and Regulations and related legislation and on adjudication functions and activities. *Topics:* General correspondence relating to the Act and Regulations and related legislation, and to adjudication policy, functions and activities; correspondence relating to various legislation which may impact on Immigration policies and procedures, including the effect of the Charter on the *Immigration Act;* correspondence relating to natural justice, bias, fairness, the role of the adjudicator; appeals and appeals procedure to the Supreme Court of Canada (SCC), the Federal Court of Canada (FCC) and the Immigration Appeal Board (IAB); correspondence, directives from the Operations Branch relating to policy concerns of interest to Adjudication; refugees and displaced persons, refugee claims.

EIC/IMM-140 *Formerly Identified as:* EIC-280
Adjudication Enquiries (Revised)
Description: Information on policies and procedures with respect to conducting immigration enquiries, hearings, presentation of evidence, and decisions under the *Immigration Act* and Regulations. *Topics:* Correspondence relating to policies and procedures with respect to conducting immigration enquiries, hearings, presentation of evidence and decisions under the Act and Regulations; procedures concerning the adjournment and resumption of enquiries, nature and form of evidence at enquiries, the appointment of representatives pursuant to Section 29(5) of the *Immigration Act* and their role at enquiries; substantive and procedural issues concerning an adjudicator's jurisdiction; permanent resident issues, and removal of persons found at enquiry to be in violation of the *Immigration Act*.

EIC/IMM-145 *Formerly Identified as:* EIC-290
Detention (Revised)
Description: Information on policies and procedures with respect to provisions pertaining to detention. *Topics:* Correspondence relating to policies and procedures on the various provisions pertaining to arrest and detention; jurisdiction of an adjudicator to review detention; form and content of bonds, terms and conditions; retaking into custody, and legislative requirements for periodic review of detention.

EIC/IMM-150 *Formerly Identified as:* EIC-300
Status (Revised)
Description: Information on policies and procedures pertaining to grounds for removal and admissibility. *Topics:* General correspondence relating to policies and procedures pertaining to grounds for removal and admissibility, port of entry, inland, criminal offences, eluding enquiry, admission by misrepresentation or improper means; employment and student authorizations.

EIC/INS-155 *Formerly Identified as:* EIC-310
Enquiries
Description: Enquiries to the Minister and senior commission officials. *Topics:* Guidelines for handling enquiries; individual files showing the receipt, processing, and preparation of replies; analyses of correspondence received; reports.

EIC/INS-160 *Formerly Identified as:* EIC-320
Actuarial Services
Description: Policy, legislation and actuarial criteria for determining financial parameters and analysing the experience under the Unemployment Insurance and Government Annuities Programs. *Topics:* Actuarial Services policy and correspondence; advisory committee reports; operations of the Annuities Program; budgets, expenses and administration; contributions; premium reductions and benefits; cost estimates and premium revenue estimates; *Unemployment Insurance Act* and Regulations (assessment and development of amendment proposals to the Unemployment Insurance Program), statistical reports and labour force data; interface of Unemployment Insurance Program with guaranteed income proposals; other agencies (briefs, views and proposals from public and private sectors); background on the Society of Actuaries and miscellaneous internal working files; public relations and special briefings; supplementary survey from Statistics Canada; Supplemental Unemployment Benefit plans; WLR plans (planning, development, operational activities and employer appeals under the registration program of qualified WLR plans); program evaluation; comprehensive review of Unemployment Insurance in 1980s.

EIC/INS-165 *Formerly Identified as:* EIC-330
Policy and Legislation Development
Description: Policies, draft legislation, correspondence related to the Unemployment Insurance Program and other benefits provided by CEIC. *Topics:* Legislative reviews, procedures, information and policy papers on eligibility for sickness, maternity and adoption benefits; entitlement to benefit; payments to certain classes of individuals, such as students and teachers; deceased or incapacitated claimants; monies considered as earnings for benefit purposes; payment of benefits to persons undertaking approved training or involved in job creation or work sharing programs; coverage and insurability of employed workers: the granting of unemployment insurance premium reductions to employers.

EIC/INS-170 *Formerly Identified as:* EIC-340
Briefs and Representations
Description: Information on recommendations for change in the Unemployment Insurance Program and legislation. *Topics:* Views and reaction to Unemployment Insurance legislation; briefs on amendments to programs or legislation received from interested parties.

EIC/INS-175 *Formerly Identified as:* EIC-350
Coverage and Premium Policy
Description: Policies on the insurability of employment. *Topics:* Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeal; liaison with Revenue Canada Taxation (RCT): minutes of CEIC/RCT Appeal Review Committee; review of RCT rulings; premium refunds; minutes of coverage committee meetings; activity reports.

EIC/INS-180 *Formerly Identified as:* EIC-360
Supplemental Unemployment Benefits
Description: Information on the approval of Supplemental Unemployment Benefits plans. *Topics:* Policies and guidance; approval of Supplemental Unemployment Benefits plans; activity reports.

EIC/INS-185 *Formerly Identified as:* EIC-370
Labour Adjustment Benefit
Description: Information on the administration of the Labour Adjustment Benefit Program. *Topics:* Policies, procedures and correspondence pertaining to labour adjustment benefits; activity reports.

EIC/INS-190 *Formerly Identified as:* EIC-380
Benefit Entitlement
Description: Policies and correspondence concerning entitlement. *Topics:* Eligibility for benefits; interruption of earnings; antedating of an application; week of unemployment; earnings; voluntarily leaving an employment; misconduct; labour disputes; refusal of employment; availability; making application in the prescribed manner; inmates of prisons; residence outside Canada; sickness; maternity; entitlement at age 65; fishermen; other benefits (such as supplemental unemployment benefits); retroactivity of decisions; financial penalties under Section 47 of the *Unemployment Insurance Act;* boards of referees. *Special Access Note:* For more information on the above, consult the Digest of Benefit Entitlement Principles.

EIC/INS-195 *Formerly Identified as:* EIC-390
Ancillary Policies on Benefit Entitlement
Description: Policies and correspondence on issues not classified under the previous class of records. *Topics:* Work-sharing arrangements; job creation; courses of instruction; entitlement to benefits for teachers; overpayments resulting from retroactive decisions; labour adjustment benefits; quality control; National Voluntary Services; Youth Training Option.

EIC/INS-200 *Formerly Identified as:* EIC-400
Claims Analyses
Description: Case files containing recommendations and decisions on complex or unique situations. *Topics:* Legislative and regulatory basis for the area of concern; background and jurisprudence; relevant data of the case; decision and rationale.

EIC/INS-205 *Formerly Identified as:* EIC-410
Premium Reduction Program
Description: Information on policies and audits pertaining to premium reduction. *Topics:* Legislative and regulatory proposals; policy statements; appeals; development of an approach to auditing employers; audit reports.

EIC/INS-210 *Formerly Identified as:* EIC-420
Appeals
Description: Policies, procedures and correspondence on the national appeals system. *Topics:* Policies and programs relating to appeals to the Board of Referees, the Umpire and the Federal Court of Appeals; procedures for each level of the appeal process; appeal files containing documentation relating to the point at issue; files containing decisions handed down; analyses of the Umpire's decisions; publication and distribution of Umpire's decisions; individual requests for guidance; activity reports.

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EIC/INS-215 *Formerly Identified as:* EIC-430
Control Policy
Description: Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, exchanges of information and co-operation in the area of investigations and control. *Topics:* Analysis of problems and issues; analysis of institutional and operational impact; policies regarding investigations and prosecutions; also includes policies and strategies in areas like agriculture, fishing, and fur trapping; policies governing the conduct of investigators, the exchange of information with federal Departments, the provinces or law enforcement agencies; liaison with internal organizational components.

EIC/INS-220 *Formerly Identified as:* EIC-440
Planning and Analysis
Description: Information on overall planning, co-ordination and analysis of activities and strategies. *Topics:* Consultations on national and regional goals and objectives; operational planning activities; project outlines; general matters dealing with control of abuse and fraud; analysis of operational statistics; prosecutions and fines; financial penalties under Section 47 of the Act; criminal activities. *Storage Medium:* Magnetic tape or disk for certain statistical or activities reports.

EIC/INS-225 *Formerly Identified as:* EIC-450
Control Programs
Description: Procedures, correspondence on control programs, investigations and prosecutions. *Topics:* Correspondence, publicity, evaluations on control programs such as Report on Hirings; guidelines, procedures, correspondence on investigations; authority of investigators; third party or anonymous information; liaison with law enforcement agencies; financial penalties provided for under Section 47 of the *Unemployment Insurance Act;* guidelines and procedures for prosecutions; operational and statistical reports.

EIC/INS-230 *Formerly Identified as:* EIC-460
Control Programs — Payment of Unemployment Insurance Benefits
Description: Information on guidelines and strategies for the development of control programs. *Topics:* Voluntary disclosures; research projects; pilot projects, like the Atlantic Survey Unit; control program proposals; approved programs and lead- gathering initiatives for detecting and preventing fraud and abuse; control programs for certain industries, occupations or special classes, e.g., agriculture, fur trapping, forest fire fighters, multiple Unemployment Insurance claims, undeliverable T4Us, Record of Employment.

EIC/INS-235 *Formerly Identified as:* EIC-470
Control Programs — Social Insurance Numbers
Description: Information on the development of controls for the social insurance number (SIN). *Topics:* General correspondence; discussion papers; enquiries; investigations concerning the issuance of SINs to immigrants who are not permanent residents; issuance of distinctive SINs (commencing with a "9") to Canadian citizens; persons with multiple SINs; possible fraud involving SINs of deceased persons; transmission of questionable SINs.

EIC/INS-240 *Formerly Identified as:* EIC-480
Manual Report on Hirings
Description: Manual system used by employers to report hirings. *Topics:* General information on the manual subsystem; problems and revisions of the subsystem; interface with the computer group (Systems and Procedures).

EIC/INS-245 *Formerly Identified as:* EIC-490
Automated Earnings Reporting System
Description: System used by employers to report earnings information to the Commission by computer tape. *Topics:* General information on the computerized subsystem; problems and revisions of the subsystem; testing procedures; systems interface with the computer group; reports on possible overpayments of unemployment insurance benefits.

EIC/INS-250 *Formerly Identified as:* EIC-500
Automated Report on Hirings
Description: System used by employers to report hirings by computer printouts, punch cards or computer tapes. *Topics:* General information on the computerized subsystem; guidance to participating employers; interface with individual employers on the computerized programs.

EIC/INS-255 *Formerly Identified as:* EIC-510
Medical Advisory Services
Description: Information on operating policies pertaining to sickness and maternity claims. *Topics:* Correspondence with the medical profession at large or with medical associations; guidance to regions on independent medical examiners; schedule of medical fees by provinces; fees for independent medical examiners; operational procedures; copies of case files containing documents relating to medical claims; activity and statistical reports.

EIC/INS-260 *Formerly Identified as:* EIC-520
Insurance Program Services
Description: Operational policies on the delivery of insurance services and programs. *Topics:* Procedures and guidelines pertaining to claims for benefit-variable entrance requirements, combined application forms, back-dating of claims, fishing benefits, entitlement at age 65, work-sharing arrangements, assignment of benefits, processing of appeals, claimant interview program, early mailing of documents by claimants, recovery of overpaid benefits; legislative and regulatory proposals and policy for the social insurance number and Government Annuities programs; impact of postal disruptions on claims processing; claimant eligibility review; transfer of claims; liaison with union hiring halls; guidelines on processing claims enquiries; hiring and remuneration of unemployment insurance contract agents; guidelines for the quality control of claims processing; general correspondence on employment market advisory services; liaison with claimant groups, union representatives and industry; activity reports.

EIC/INS-265 *Formerly Identified as:* EIC-530
Interstate Benefits
Description: Co-ordination of the interstate benefit activity and other special arrangements. *Topics:* Correspondence with regions; correspondence with individual states of the United States; reciprocal agreements; liaison with U.S. Railroad Retirement Board, United Kingdom Department of Health and Social Service; operational procedures; activity reports.

EIC/INS-270 *Formerly Identified as:* EIC-540
Record of Employment (ROE)
Description: Information on the processing of Record of Employment forms. *Topics:* Procedures, guidelines and correspondence on processing ROE forms and maintaining the ROE information bank. *Storage Medium:* Magnetic tape and microfilm.

EIC/INS-275 *Formerly Identified as:* EIC-550
Forms Development
Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence.

EIC/INS-280 *Formerly Identified as:* EIC-560
Monitoring and Analysis
Description: Information on monitoring and assessing operational activities. *Topics:* Goals, objectives and plans of the Insurance Management Services directorate; co-ordination of the development of operational plans for the Insurance Program; trend analyses; reports on monitoring, quality assurance, appeals process. (The

Directorate makes use of the many narrative and statistical reports emanating from the program and support areas.)

EIC/INS-285 *Formerly Identified as:* EIC-570
Comprehensive Tracking System
Description: Information on operating policies and procedures pertaining to the review of claim files for the Comprehensive Tracking System. *Topics:* Correspondence with the regions and with the Auditor General's Office; guidance to the regions on the review of claim files; quarterly reports and analysis; copies of claim files reviewed.

EIC/LMD-290 *Formerly Identified as:* EIC-580
Labour Market Development
Description: Policy and correspondence on general programs and activities. *Topics:* Correspondence relating to labour market policies, priorities, guidelines and programs; briefs, submissions, reports and other documentation relating to labour market strategies, policies and programs; documentation concerning federal-provincial negotiations and agreements on training programs and strategies; minutes of operational meetings, standing or other committees, conferences, task forces, and seminars conducted in consultation with other government institutions, associations, private sector firms and community bodies; certification of educational institutions and accreditation of training courses.

EIC/LMD-295 *Formerly Identified as:* EIC-590
Training
Description: Information on the development of legislation, regulations, national strategies and policies relating to employment training programs. *Topics:* Negotiations and agreements at the federal-provincial level; policies and procedures concerning training agreements; courses and certifications; course evaluations and costs; background on training and employment development.

EIC/LMD-300 *Formerly Identified as:* EIC-600
Industrial Training
Description: Policy and correspondence on training contracts, applicability and program criteria. *Topics:* Policies and procedures concerning applicability of criteria; background on employer training centres and delivery of training programs according to regional needs; descriptions of training and results; reports and minutes of committees such as the labour needs committees; operational planning.

EIC/LMD-305 *Formerly Identified as:* EIC-610
Critical Trade Skills
Description: Policy and correspondence on critical trade skills training. *Topics:* Policies and procedures on developing specific training programs to alleviate critical trade skills shortages; background on design and delivery of programs; descriptions of specific programs, both current and researched, on problems of chronic shortages.

EIC/LMD-310 *Formerly Identified as:* EIC-620
Management Information System
Description: Policy and correspondence on managing program data and statistics. *Topics:* Specifications on program data requirements, nationally and by program; policy and guidelines on reporting statistics; cumulative information on industrial training; plans and models of alternate or adapted reporting systems.

EIC/LMD-315 *Formerly Identified as:* EIC-630
Youth Projects
Description: Information and correspondence on training programs for disadvantaged youth. *Topics:* Policies and guidelines on youth training projects such as Youth Training Options; contracts with employers who provide training centres for disadvantaged youth; description and results of training projects relating to youth employability and/or reintegration into the labour market.

EIC/LMD-320 *Formerly Identified as:* EIC-640
Institutional Training
Description: Information and correspondence on criterial applicability, institutional training, allowances, and agreements with institutions. *Topics:* Policies and procedures on applicability of criteria; background on Training Allowances and Apprenticeship Training under the *National Training Act;* background on Basic Training, Job Readiness and other programs; description and results of all training programs; and reports and documentation on institutional training generally.

EIC/LMD-325 *Formerly Identified as:* EIC-650
Allowances and Programs
Description: Information and correspondence on various institutional training programs. *Topics:* Applicability of criteria, policies and procedures on training allowances and programs; correspondence on National Training, Basic Job Readiness and Basic Training for Skills Development.

EIC/LMD-330 *Formerly Identified as:* EIC-660
Skills Growth Fund
Description: Policies, procedures and correspondence on applicability of criteria and applicant files. *Topics:* Background on training facility expansion and costs, project proposal assessment and disposition, agreements with provinces and non-profit organizations.

EIC/LMD-335 *Formerly Identified as:* EIC-670
Labour Market Planning and Adjustment
Description: Policies and procedures, information and correspondence on labour market planning and adjustment. *Topics:* Strategies, action plans and negotiations with firms and industries in labour market planning; background information and documentation on new development; correspondence and reports on development initiatives, such as northern activities.

EIC/LMD-340 *Formerly Identified as* EIC-680
Industrial Adjustment Service
Description: Correspondence, information and agreements on assessment and minimization of specific manpower problems. *Topics:* Documentation on specific problems such as plant expansion, results of technological changes, low productivity, plant closure and layoffs; policy, guidelines and correspondence on the Work Sharing Program.

EIC/LMD-345 *Formerly Identified as:* EIC-690
Industry and Labour Adjustment
Description: Policies, correspondence, agreements and results on assistance measures designed to support industrial restructuring and community and worker adjustment. *Topics:* Various assistance measures involving programs of three separate Departments: Employment and Immigration, Regional Industrial Expansion, and Labour Canada.

EIC/LMD-350 *Formerly Identified as:* EIC-700
Canadian Industrial Renewal Program
Description: Policies, correspondence, agreements and results of assistance measures designed to support community and worker adjustment related to the textile, clothing, footwear and tanning industries. *Topics:* Various industrial assistance measures involving programs of Employment and Immigration, Labour, and the Canadian Industrial Renewal Program.

EIC/LMD-355 *Formerly Identified as:* EIC-710
Energy
Description: Policies and documentation on development of strategies, action plans and negotiations with the oil and gas industry, associations, organizations and companies. *Topics:* General

information on energy projects, negotiations with oil and gas firms on human resource planning activities, studies on oil and gas exploration and development, policy co-ordination with Canada Oil and Gas Lands Administration, interdepartmental initiatives and co-ordination.

EIC/LMD-360 *Formerly Identified as:* EIC-720
Construction
Description: Correspondence and exchange of information with construction industries in Canada and union transactions. *Topics:* Negotiations with the construction industry in human resource planning; exchange of information with associations, councils, institutions on construction industry activities; studies on various phases of engineering construction; exchange of information with individual firms on construction industry activities; provincial housing construction; studies and other aspects of the construction industry as it relates to unions and industrial relations; negotiations with major sponsors and contractors for (human resource) planning for major projects.

EIC/LMD-365 *Formerly Identified as:* EIC-730
Agriculture
Description: Policies, documentation and correspondence on the development of strategies, action plans and negotiations with the agricultural industry and associations, organizations and companies. *Topics:* Associations, organizations, companies; Canada Farm Labour Pools; Caribbean Seasonal Workers; Federal-Provincial Agreements; Local Agricultural Employment Advisory Boards; Mexican Seasonal Workers. *Retrievability:* General files, by subject; associations, organizations and companies, by name; Canada Farm Labour Pools, by labour pool; Local Agricultural Employment Advisory Boards, by region.

EIC/LMD-370 *Formerly Identified as:* EIC-740
Resources
Description: Policies and procedures, information and correspondence on resources generally and on activities relating to fishing, trapping, forestry, mines, quarries and petroleum. *Topics:* Commercial fishing; hunting and trapping; fire warden patrols, forest nurseries, reforestation; minerals, non-metallic mines, iron, uranium, silver, zinc, gold mines and quarries; offshore and inland oil, gas explorations and well-drilling.

EIC/LMD-375 *Formerly Identified as:* EIC-750
Services
Description: Policies and procedures, information and correspondence on the service industry. *Topics:* Strategies, action plans and negotiations with the service industry; various hospitality services, including consultant services, personal services (barber and beauty shops); accommodation and food service; transportation services, including freight, express or mail via land, rail, air and sea; generation of electric power; gas distribution; natural or manufactured water systems, both household and irrigation.

EIC/LMD-380 *Formerly Identified as:* EIC-760
Manufacturing
Description: Policies and procedures, information and correspondence on manufacturing activities. *Topics:* Strategies and negotiations with the manufacturing industry; human resource planning activities in the aircraft manufacturing, assembly and service industry; appliance manufacturing industry (including small household appliances, refrigerators, washing machines, radios, televisions); chemical, glass and plastics industry (including fertilizers, cleaning compounds, medicines, paints); electronics industry (including computers, telecommunications equipment, photocopiers); food and beverage processing industry (including processors of meat, dairy products, fruit, vegetables, alcoholic beverages); primary metal; metal fabricating; farm and industrial machinery manufacturing; motor vehicle and parts manufacturing and assembly; rubber products manufacturing; commercial and military shipbuilding industry.

EIC/LMD-385 *Formerly Identified as:* EIC-770
Foreign Workers Policy
Description: Policies and correspondence relating to foreign workers. *Topics:* Recruitment of foreign workers; recruitment and utilization of foreign workers in specific occupational groups.

EIC/LMD-390 *Formerly Identified as:* EIC-780
Employment Development
Description: Policies, guidelines and correspondence on employment development. *Topics:* Policies and guidelines for implementing employment development programs; description of job creation programs.

EIC/LMD-395 *Formerly Identified as:* EIC-790
Canada Works
Description: Policies, guidelines and correspondence on the Canada Works Program. *Topics:* General correspondence; development and management of projects including *Unemployment Insurance Act*, Section 38 and Summer Canada Works projects; job creation projects in diverse areas; documentation and financial data on projects.

EIC/LMD-400 *Formerly Identified as:* EIC-800
Career-Access
Description: Policies, guidelines and correspondence on the Career-Access Program. *Topics:* The Career-Access Program generally; documentation and financial data on agreements.

EIC/LMD-405 *Formerly Identified as:* EIC-810
Job Corps
Description: Policies, guidelines and correspondence on the Job Corps Program. *Topics:* The Job Corps Program generally; the development and management of projects; projects in diverse areas; documentation and financial data on projects.

EIC/LMD-410 *Formerly Identified as:* EIC-820
Local Employment Assistance Development
Description: Policies, guidelines and correspondence on the Local Employment Assistance Develpment Program. *Topics:* Local Employment Assistance Development Program generally; development and management of projects and corporations in diverse areas; documentation and financial data on projects and corporations.

EIC/LMD-415 *Formerly Identified as:* EIC-830
Summer Employment Experience and Work Orientation Workshops
Description: Policies, guidelines, documentation and correspondence on SEED and WOW. *Topics:* Operational guidelines for implementing SEED and WOW; internships documentation; correspondence relating to summer student employment programming generally. (All similar records pertaining to the former summer student components of Career-Access and Canada Works.)

EIC/EMP-420 *Formerly Identified as:* EIC-840
Enquiries
Description: Enquiries to the Minister and senior Commission officials. *Topics:* Guidelines for handling enquiries; individual files showing the receipt, processing, and preparation of replies; analyses of correspondence received; statistical reports.

EIC/EMP-425 *Formerly Identified as:* EIC-850
Employment Operations
Description: Information on operational policy on the delivery of employment services and programs. *Topics:* General information on employment programs such as training, mobility, youth, native employment, local employment assistance programs; reports on employee records improvement, review of application forms, improvements to the registration process and the Job Information

Centre (JIC); guidance on federal and provincial human rights legislation; operational policies; statistical and activity reports. *Storage Medium:* Client information on magnetic tape.

EIC/EMP-430 *Formerly Identified as:* EIC-860
Mobility
Description: Information on the administration of the mobility program. *Topics:* General correspondence; mobility in other countries; labour mobility studies; policy proposals; operational procedures; guidance to the regions; liaison with national headquarters systems groups; financial and statistical reports.

EIC/EMP-435 *Formerly Identified as:* EIC-870
Clearance
Description: Information on the administration of the National Job Bank clearance system. *Topics:* General correspondence; liaison with other national headquarters components to discuss program requirements; operational procedures; guidance to the regions; management and statistical reports.

EIC/EMP-440 *Formerly Identified as:* EIC-880
Outreach Program
Description: Information on personalized employment-related services supported by community-based agencies. *Topics:* General correspondence; project files containing descriptions of clientele and activities, estimates of human and financial resources, analysis and evaluation by regional review committee, and approval; activity, statistical and financial reports.

EIC/EMP-445 *Formerly Identified as:* EIC-890
Employment Support Services
Description: Information on the development of programs to support the placement activity. *Topics:* Correspondence on the identification or determination of occupational skills required for employment; systems supporting the placement service; preparation and distribution of College and University Programs in Canada, a publication listing educational and training programs available, and publications such as Careers Canada, Careers Provinces, Canadian Occupations Entry Requirements (used abroad to determine eligibility of prospective immigrants for employment in Canada).

EIC/EMP-450 *Formerly Identified as:* EIC-900
Career Counselling
Description: Policies, methods and materials for employment counselling and testing. *Topics:* Correspondence on the counselling function; guidelines relating to CHOICES, a computerized information system designed to help people make informed decisions about career plans; development of job search techniques (CJST) and supporting publications; strategies leading to the achievement of client employment (PLACE) and supporting work books; correspondence relating to the testing of clients (General Aptitude Test Battery) in connection with counselling; development of the Index to Canadian Occupations, which assists clients in identifying career goals; purchase of diagnostic services to assist counsellors in the counselling function. *Storage Medium:* CHOICES data on magnetic tape or disk.

EIC/EMP-455 *Formerly Identified as:* EIC-910
National Occupational Analysis and Classification Systems (NOACS) — Generally
Description: Classification of occupations in the labour market. *Topics:* Analysis of information concerning occupations, trades, crafts and professions; preparation and distribution of publications such as the series on Occupational Trade Analyses, and the Canadian Classification and Dictionary of Occupations (CCDO). *Storage Medium:* Certain CCDO data on magnetic tape.

EIC/EMP-460 *Formerly Identified as:* EIC-920
Youth Employment
Description: Information on employment programs to meet the needs of youth. *Topics:* Youth Strategies for the 1980s; information on youth programs in other countries; liaison with the University and College Placement Association; development of national policies, strategies and guidelines related to the employment of youth, e.g., employment centres on campus, specialized youth units, international employment exchange programs, summer employment and federal-provincial initiatives in the area of co-operative education; case files for Canada-Mexico trainee exchanges containing applications, health care information, Spanish language testing and related correspondence.

EIC/EMP-465 *Formerly Identified as:* EIC-930
Native Employment
Description: Information on employment programs to meet the needs of native people. *Topics:* Liaison with councils, brotherhoods, bands, associations representing native people; reports on the needs and migration of natives; liaison with other government departments; impact of human rights legislation on native employment; discussion papers; policies, programs and strategies pertaining to the employment of natives generally, native women and native youth; marketing and advertising native skills; activity reports.

EIC/EMP-470 *Formerly Identified as:* EIC-940
Women's Employment
Description: Information on policies and strategies to improve the employability of women. *Topics:* Correspondence with national women's organizations; liaison with women's groups; policies, plans and strategies relating to the employment needs of women; activity reports.

EIC/EMP-475 *Formerly Identified as:* EIC-950
Disabled Persons
Description: Information on the development and co-ordination of policies and strategies to ensure equality of employment opportunity for disabled Canadians. *Topics:* Correspondence with national organizations such as the Advisory Committee to the President of the Treasury Board, the Secretariat for Disabled Persons, and the Secretary of State; policies, plans and strategies relating to the employment of disabled persons; activity reports; specific program and project files.

EIC/EMP-480 *Formerly Identified as:* EIC-960
Special Needs Clients and Special Groups
Description: Information on policies and strategies to improve the employability of special needs or disadvantaged clients and members of special groups. *Topics:* Policies, strategies, guidelines and activities to meet the employment needs of (1) special needs or disadvantaged clients; and (2) special groups such as older workers and welfare recipients; liaison with government and non-government agencies having a specific interest; activity and statistical reports.

EIC/EMP-485 *Formerly Identified as:* EIC-970
Affirmative Action
Description: Information on the promotion of affirmative action plans in the private sectors. *Topics:* Directorate objectives, goals and activities; Affirmative Action in the 1980s (Minister); communications strategy; minutes of interdepartmental committees on affirmative action; operational plans and studies; policies, plans for monitoring elimination of systemic discrimination; development of seminars; activity reports.

EIC/EMP-490 *Formerly Identified as:* EIC-980
Functional Services
Description: Information on research, training, policy co-ordination and administration for the Special Groups and Affirmative Action Branch. *Topics:* General correspondence; information relating to

technical research regarding special and targetted groups and affirmative action; research reports; design, development and delivery of training packages; development and maintenance of a resource centre.

EIC/EMP-495 *Formerly Identified as:* EIC-990
Planning and Analysis
Description: Information on monitoring and assessing operational activities and co-ordinating operational plans and budgets. *Topics:* Goals, objectives and plans of the Employment Services Planning and Analysis branch; minutes of the Performance Measurement Steering Committee; trend analyses; reports on operational performance; reports on monitoring projects; group and branch operational plans, budgets and managerial contracts. (The branch makes use of the many narrative and statistical reports emanating from the program and support areas.)

EIC/SYS-500 *Formerly Identified as:* EIC-1000
Employment Development
Description: Information on systems supporting the administration of employment development programs. *Topics:* Correspondence; status reports.

EDP Systems

- Canada Community Development
- Canada Community Services
- Canada Works — 1984
- Canada Works/Young Canada Works
- Career-Access
- Employment of the Disadvantaged
- Employment Tax Credit Program
- Job Corps
- Local Employment Assistance Program
- Local Employment Assistance Development
- Portable Wage Subsidy Program
- Summer Career-Access 1984
- Summer Employment/Experience Development
- Summer Youth Employment
- Summer Canada 1981

EIC/SYS-505 *Formerly Identified as:* EIC-1010
Employment Training
Description: Information on systems supporting administration of Employment Training programs. *Topics:* Correspondence; status reports.

EDP Systems

- Course Purchase Notice Information
- Critical Trades Skills Training
- Institutional Training/UI Payment Cross-match System
- Institutional Training Work Listed Clients
- National Industrial Training Program
- National Institutional Training Program
- Accounts Receivable — Institutional Training
- Skills Growth Fund

EIC/SYS-510 *Formerly Identified as:* EIC-1020
Employment Client Services
Description: Information on systems supporting administration of Employment Client Services. *Topics:* Correspondence, status reports.

EDP Systems

- Canada Mobility Program
- Canadian Classification and Dictionary of Occupations
- Client/Claimant Index
- National Job Bank

EIC/SYS-515 *Formerly Identified as:* EIC-1030
Benefit Pay
Description: Information on systems supporting administration of the Unemployment Insurance benefit program. *Topics:* Correspondence; status reports.

EDP Systems

- Benefit Pay Systems — produces unemployment insurance payments; updates status of claims; maintains a history of overpayments; produces daily, monthly and quarterly statistical reports on operations, overpayments and unemployment insurance fund accounting; produces T4U/TP4Us showing benefits paid and income tax deducted for each claimant; supports associated enquiry functions in local and regional offices

EIC/SYS-520 *Formerly Identified as:* EIC-1040
Liaison and Procedures
Description: Information on clerical procedures in Canada Employment Centres and regional computer centres. *Topics:* Correspondence; policy and systems changes that impact on clerical procedures; reports of visits to regions; training plans for new or revised procedures and ongoing training requirements.

EIC/SYS-525 *Formerly Identified as:* EIC-1050
Control
Description: Information on systems supporting CEIC control activities. *Topics:* Correspondence; status reports.

EDP Systems

- Record of Employment
- Overpayment detection
- Employer Registration (Premium Reduction Program)
- Tracking Commission debtors from employment records
- Comparison of claimant data to detect possible SIN and UI abuse
- Micrographic Listings for the general control of unemployment insurance programs
- Record of Offences

EIC/SYS-530 *Formerly Identified as:* EIC-1060
Support
Description: Information on support for the implementation of Employment and Benefit EDP systems, including micrographics. *Topics:* Correspondence; evaluation reports.

EIC/SYS-535 *Formerly Identified as:* EIC-1070
Advanced Systems
Description: Information on the development and implementation of advanced technology systems. *Topics:* Research and correspondence on advanced technological systems; operational problems, performance reports on the employment and insurance on-line systems; Treasury Board submissions; correspondence with users on software requirements for CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems).

EDP Systems

- National Employment Services System (NESS) — provides, via computer terminals in selected Canada Employment Centres in the Atlantic provinces, data on jobs available, employers, job seekers, referrals to employment and related data

EIC/SYS-540 *Formerly Identified as:* EIC-1080
Social Insurance Number Registration
Description: Systems supporting administration of the SIN program. *Topics:* Correspondence; status reports.

EDP Systems

- Social Insurance Number Registration Program — data bank of all SINs issued in Canada; used to validate SIN data; produces reports and micrographics

EIC/SYS-545 *Formerly Identified as:* EIC-1090
Annuities
Description: Systems supporting administration of the Canadian Government Annuities program. *Topics:* Correspondence; status reports.

EDP Systems

- Annuities Program — produces payments, T4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; data bank for contracts not yet in payment — includes premium collection, related reports and micrographic listings

EIC/SYS-550 *Formerly Identified as:* EIC-1100
Immigration
Description: Systems supporting administration of the Immigration program. *Topics:* Correspondence; status reports.

EDP Systems

- Enforcement
- General Immigration Data
- Landed Immigrant Data
- Stock Inventory Control System
- Visitor Data

EIC/SYS-555 *Formerly Identified as:* EIC-1110
Management Data
Description: Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. *Topics:* Correspondence; status reports; minutes of meetings.

EDP Systems

- Immigration Program: Accounts Receivable — provides for the accounting, control and billing of loans granted to immigrants
- Employment and Immigration Information System (EIIS) — financial position of commitments, advances, overall non-salary items within CEIC; year-to-date financial, person-month, performance measurement information; employee information that allows production of certain personnel reports, and reports for management and central agencies
- Personnel Management Information System (PMIS) — contains details of organization, positions, salaries and personnel

EIC/SYS-560 *Formerly Identified as:* EIC-1120
Technical Support
Description: Information on the development and design of hardware, software and data communication requirements. *Topics:* Correspondence; tenders and contracts; security of EDP installations; study on radiation from terminal screens; computer activity reports; systems and programming standards; software master control programs and utilities for all systems.

EIC/SYS-565 *Formerly Identified as:* EIC-1130
Computer Operations
Description: Development and application of policies, standards and procedures for EDP installations. *Topics:* Policies and standards; training plans; EDP operational procedures; call reports, operational emergencies, computer back-up by EDP installation; contingency plans; security; correspondence with suppliers, service bureaus; liaison with regional computer centres concerning site hardware specifications, production software, related operational support; reports on EDP and associated clerical processing operations.

EIC/SYS-570 *Formerly Identified as:* EIC-1140
Management Advisory Services
Description: Information on in-house management consulting to national headquarters and the regions. *Topics:* Correspondence; progress reports; project files containing correspondence, analysis and evaluation of areas under study, consideration of alternatives and recommendations.

EIC/SYS-575 *Formerly Identified as:* EIC-1150
Forms Management
Description: Information on policies and procedures on forms management. *Topics:* Correspondence, bulletins on departmental forms, use of the departmental logo, bilingual format in forms; unauthorized forms; information brochures; minutes of meetings of the Forms Management Committee and the Forms Co-ordination Committee; obsolete forms survey; activity reports and statistics.

EIC/SYS-580 *Formerly Identified as:* EIC-1160
Design and Control
Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence.

EIC/NSB-585 *Formerly Identified as:* EIC-1390
Social Insurance Number Registration
Description: Information on applying for social insurance numbers. *Topics:* Correspondence on legislative and regulatory proposals; processing SIN applications; supporting documentation (proof of identity) for Canadian citizens, permanent residents and individuals who are neither Canadian citizens nor permanent residents; replacement SIN cards; amendments to SIN records; mass applications; internal control and issuance of individual SINs; production and activity reports; studies on the SIN program. *Storage Media:* Magnetic tape or disk for SIN master file; microfiche for listings containing individual SINs, names and other basic information; microfilm for copies of SIN applications or amendments. *Retrievability:* Microfiche files are arranged by names; microfilm, by SIN.

EIC/NSB-590 *Formerly Identified as:* EIC-1400
Release of Information
Description: Information on the release or exchange of SIN information. *Topics:* Guidelines and correspondence on the release of SIN information to individuals, other government departments or agencies; exchange of information and data with other government departments. (Details on the release of SIN information may be obtained by referring to the Personal Information Index.)

EIC/NSB-595 *Formerly Identified as:* EIC-1410
Record of Employment
Description: Information on the processing of the third copy of the Record of Employment (ROE). *Topics:* Procedures, guidelines and correspondence on the processing of the third copy of the ROE forms and maintaining the ROE information bank. *Storage Media:* Magnetic tape and microfilm.

EIC/NSB-600 *Formerly Identified as:* EIC-1420
Tax Enquiries (T4U/TP4U)
Description: Requests for information on the T4U/TP4Us. *Topics:* Procedures for handling enquiries; issuing duplicate T4U/TP4Us; general correspondence. *Storage Media:* Magnetic tape and microfiche.

EIC/NSB-605 *Formerly Identified as:* EIC-1430
Annuities Program
Description: Information on the administration of Canadian government annuities contracts. *Topics:* Correspondence on legislative and regulatory proposals; procedures on payment and refunds of premiums, duplicate and returned cheques, interest rates, cash surrender values and payment of income taxes by recipients; procedures governing annuity contracts and pension plans in payment, those not yet in payment, group contracts (purchased under employer pension plans) and individually purchased contracts; case files containing annuity applications, supporting documentation, enquiries, complaints and general correspondence; activity, statistical, actuarial and financial reports; surveys and studies on the program. *Storage Medium:* Magnetic tape or disk for data concerning vested contracts, individual and group deferred contracts, which are used to produce payments and T4 slips for annuitants and a variety of accounting, actuarial and administrative reports.

EIC/NSB-610 *Formerly Identified as:* EIC-1440
Employer Registration
Description: Information on the granting and control of unemployment insurance premium reductions for employers with qualified salary replacement plans. *Topics:* Operational procedures; employer files containing applications, documentation, enquiries, complaints, appeals and audit reports; general enquiries; internal control of quality; monthly microfilm or microfiche listings of employers with qualified or non-qualified salary replacement plans; operational and statistical reports. *Storage Media:* Employer listings on microfilm or microfiche; certain statistical reports on magnetic tape or disk.

The Department

EIC/PAF-615 *Formerly Identified as:* EIC-1170
Organization and Planning
Description: Information on organization, objectives and operational plans. *Topics:* Information plans; organization charts; the current corporate planning cyle; the operational budget; operational plans; financial reports; the CEIC communications strategy.

EIC/SPP-620 *Formerly Identified as:* EIC-1180
General
Description. Analyses and assessments of CEIC policies. *Topics:* Overall development of policies; analysis of plans and programs; assessment of policies for Benefit, Immigration and Labour Market Programs.

EIC/SPP-625 *Formerly Identified as:* EIC-1190
Census
Description: Statistical surveys relating to CEIC programs. *Topics:* Statistical surveys developed for collecting census data on CEIC programs and activities for Statistics Canada.

EIC/SPP-630 *Formerly Identified as:* EIC-1200
Research
Description: Non-program or policy specific CEIC research. *Topics:* Reports on general CEIC research not related to particular policies or programs.

EIC/SPP-635 *Formerly Identified as:* EIC-1210
Canadian Occupational Projection System (COPS)
Description: Studies, data and forecasting techniques used to identify and measure future employment levels and possible imbalances between labour supply and demand based on a three- to ten-year forecast. *Topics:* Sector studies; supply and demand analyses; federal-provincial conferences; briefing material to selected groups.

EIC/SPP-640 *Formerly Identified as:* EIC-1230
Strategic Planning
Description: Projects associated with Commission/Department preparation of medium- and long-term plans. *Topics:* Ongoing scanning of broad long-term socioeconomic developments to assess their potential impact on human resources, labour market, income maintenance and immigration policies; identification of broad strategic options to address gaps between current departmental operations and environmental trends; preparation of a planning environment assessment document, and the Commission/Department strategic planning framework/strategic overview.

EIC/SPP-645 *Formerly Identified as:* EIC-1240
Operational Planning
Description: Activities associated with intra-departmental development and co-ordination of short-term planning requirements. *Topics:* Co-ordination or development of Strategic Policy and Planning and intra- departmental inputs into the Planning and Accountability Process, including short-term corporate priorities; operational plans, managerial contracts and budgets; performance measures and resource allocation; monitoring of corporate and program/service/regional activities; analysis of the Planning and Accountability Process.

EIC/SPP-650 *Formerly Identified as:* EIC-1250
Data Development
Description: Information on projects associated with developing CEIC program data sources. *Topics:* Studies and projects on the development and maintenance of existing data systems such as the Longitudinal Labour Force Tracking File, Labour Force Survey Data, training files, benefit overpayment files and the National Job Bank; Strategic Policy and Planning inputs to Access to Information and Privacy; description of agreements on information exchange; co-operative agreements with provinces on developing new labour market databases.

EIC/SPP-655 *Formerly Identified as:* EIC-1260
International Analysis and Regional Relations
Description: Information on projects associated with Regional Economic Services. *Topics:* Liaison with Regional Economic Services and national conferences.

EIC/SPP-660 *Formerly Identified as:* EIC-1270
OECD Manpower and Social Affairs Committee
Description: Information on projects associated with Canada's involvement in the activities of the Organization for Economic Co-operation and Development (OECD) manpower and social affairs committee. *Topics:* Studies and projects addressing the analysis of papers and the preparation of briefing material for the manpower and social affairs committee ministerial-level conference; information for the production and distribution of inventories of documents pertaining to the OECD and for interpreting OECD activities for CEIC and provincial governments; revision of the Canadian inventory of federal employment and manpower measures; papers and reports on the manpower and social affairs committee and the working party on employment.

EIC/SPP-665 *Formerly Identified as:* EIC-1280
Immigration
Description: Information on the efficiency and effectiveness of the Immigration Program. *Topics:* Studies and projects on assessment of the overall impact of the Immigration Program, including public perceptions on quality of service; evaluation of recruitment by employers of independent immigrants with prearranged employment; analysis of the impact of refugees on immigration and employment programs and services; examination of the effectiveness of existing referral guidelines used at Toronto International Airport; assessment of the immigration process from secondary examination through to

the final case disposition; evaluation of the effectiveness of the group sponsorship program.

EIC/SPP-670 *Formerly Identified as:* EIC-1290
Insurance
Description: Information on the efficiency and effectiveness of the Unemployment Insurance Program. *Topics:* Studies and projects on assessment of the overall impact of the Unemployment Insurance Program, including consideration of the effectiveness of maternity benefits; evaluation of the effectiveness of the Claimant Eligibility Review and alternative frameworks for program review; longitudinal evaluation of unemployment insurance control activities intended to protect the integrity of the insurance fund; assessment of the effectiveness of the Manual Report on Hiring System in deterring abuse of the insurance fund; companion evaluation of the Computerized Report on Hiring System; assessment of the effectiveness of the insurance appeals systems and consideration of alternatives; evaluation of the claims processing mechanism relating to the Premium Reduction Program; assessment of the effectiveness of union hall hiring agreements and consideration of alternatives; consideration of the effectiveness of supplementary employment benefits and the identification and assessment of alternatives; evaluation of the Insurance On-line System for the Atlantic provinces.

EIC/SPP-675 *Formerly Identified as:* EIC-1300
Job Creation and Employment Services
Description: Information on the efficiency and effectiveness of job creation programs and the employment services. *Topics:* Studies and projects on assessment of the overall impact of employment services, including alternative Canada Employment Centre marketing strategies; refinement of a methodology for evaluating the selection, referral and placement activities in Canada Employment Centres; consideration of the effectiveness of Canada Employment Centre counselling services including CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems); evaluation of the quality of referrals and placements by Canada Employment Centres, including an examination of employers' perceptions, assessment of the effectiveness of specialized Canada Employment Centres for students; evaluation of the effectiveness of the National Job Bank computerized job inventory program; consideration of possible improvements to the Metropolitan Order processing System (MOPS) for Toronto; assessment of the utility of the Summer Canada employment program and the Local Economic Development Assistance Program; consideration of the possible use of the unemployment insurance fund for job creation; evaluation of the Canada Community Development Projects program, the Canada Community Service Projects Program and the New Technology Employment Program.

EIC/SPP-680 *Formerly Identified as:* EIC-1310
Training
Description: Information on the efficiency and effectiveness of CEIC training programs. *Topics:* Studies and projects examining the cost-effectiveness of the institutional training element of the National Training Program; evaluation of the effectiveness of utilizing unemployment insurance funds for training purposes; assessment of the National Industrial Training Program; analysis of the effectiveness of critical trade skills training.

EIC/SPP-685 *Formerly Identified as:* EIC-1320
Special Needs
Description: Information on the assessment of employment programs designed to accommodate special employment needs. *Topics:* Studies and projects on the evaluation of the Local Employment Assistance Program (LEAP); evaluation of the cost-effectiveness of the Outreach program, providing employment services to special target groups; assessment of the effectiveness of the Program for the employment disadvantaged.

EIC/SPP-690 *Formerly Identified as:* EIC-1330
Unemployment Insurance Program Policy Development and Analysis
Description: Information on the analysis and development of unemployment insurance policy to accommodate changing socioeconomic and other influences affecting the labour market. *Topics:* Studies and projects on the assessment of the economic and labour market effects of unemployment insurance; consideration of the adequacy of unemployment insurance benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of such influences as an experience rating system; examination and forecasting of unemployment insurance benefit expenditures and revenues; assessment of unemployment insurance claim behaviour subsequent to training; analysis of the maternity benefit program, including identification of a rationale and a financing mode; analysis of the treatment of earnings while on active unemployment insurance claim; examination of employment strategies of employers such as job rotation.

EIC/SPP-695 *Formerly Identified as:* EIC-1340
Unemployment Insurance Program Impact Analysis
Description: Information on the analysis of the effects of unemployment insurance on claimants, their dependents and the unemployed. *Topics:* Analysis of income protection for unemployed persons not receiving unemployment insurance benefits; analysis of Unemployment Insurance Program abusers and misusers; consideration of family characteristics (multiple-earner relationships, economic hardship while on claim) of unemployment insurance contributors and claimants; analysis of benefit claim duration; assessment of the utility and appropriateness of unemployment insurance coverage for seasonal workers.

EIC/SPP-700 *Formerly Identified as:* EIC-1350
Immigration and Demographic Analysis
Description: Immigration research and policy analysis and studies of demographic trends. *Topics:* Longitudinal studies of adaptation; work experience of immigrants to Canada; foreign academics in Canada; family class workers — sources, occupations and skills; an historical review of emigration from Canada; demographic issues; refugee studies; business immigration studies; review of the current immigration selection criteria to ensure they remain in accordance with labour market requirements, as well as immigration needs and objectives.

EIC/SPP-705 *Formerly Identified as:* EIC-1360
Labour Market Studies (Revised)
Description: Policy-oriented analytical studies on the structure and operation of the labour market in Canada and other countries for labour market policy and program development in CEIC. *Topics:* Studies related to the analysis of unemployment and structural labour market problems; analysis of labour market dynamics; the labour market experience of target groups; development of quantitative models for policy making, and provision of special studies and analytical advice to CEIC operational and policy branches; longitudinal studies and projects relating to labour market dynamics including examination of the flow of labour into and out of the labour force; analysis of administrative data sources for assessment of labour market developments; special projects such as labour market experience of women, male/female wage differentials, trends in long-term unemployment, and the impact of technological change on female employment.

EIC/SPP-710 *Formerly Identified as:* EIC-1380
Labour Market Policy Analysis (Revised)
Description: Development, analysis and assessment of labour market strategies and policies in the light of current and forecast labour market conditions. *Topics:* Analysis of labour market needs of individuals and employers; development and analysis of data pertaining to specific labour force participants such as youth, women,

long-term unemployed, aboriginals, and others; analysis of strategies, policies and programs relating to such groups and others.

EIC/SPP-715 *Formerly Identified as:* EIC-1370
Current Economic Analysis (Revised)
Description: Studies addressing current economic developments, labour market outlook (generally and with respect to specific labour force groups, regions or industries) and current analysis of occupational trends, technological changes and labour market imbalances. *Topics:* Studies and projects relating to the identification of the labour market implications of proposed energy exploration and development; assessment of the anticipated impact of the effect on employment levels and distribution of the micro-electronics revolution; studies of particular industries or economic sectors to investigate current and future labour market conditions as inputs to labour market policy issues.

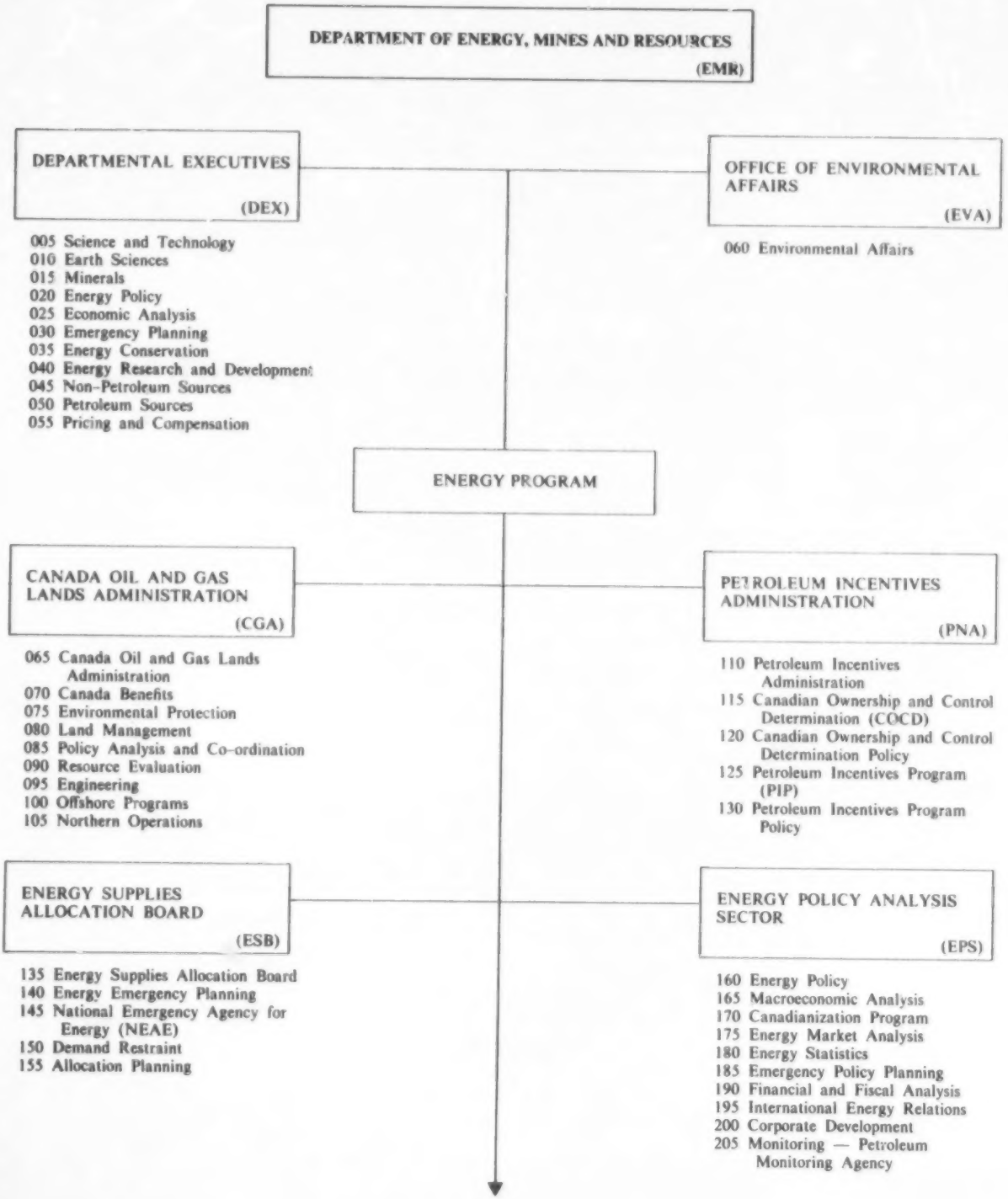
Deleted Classes of Records

EIC-1220 Long Term Policy Development

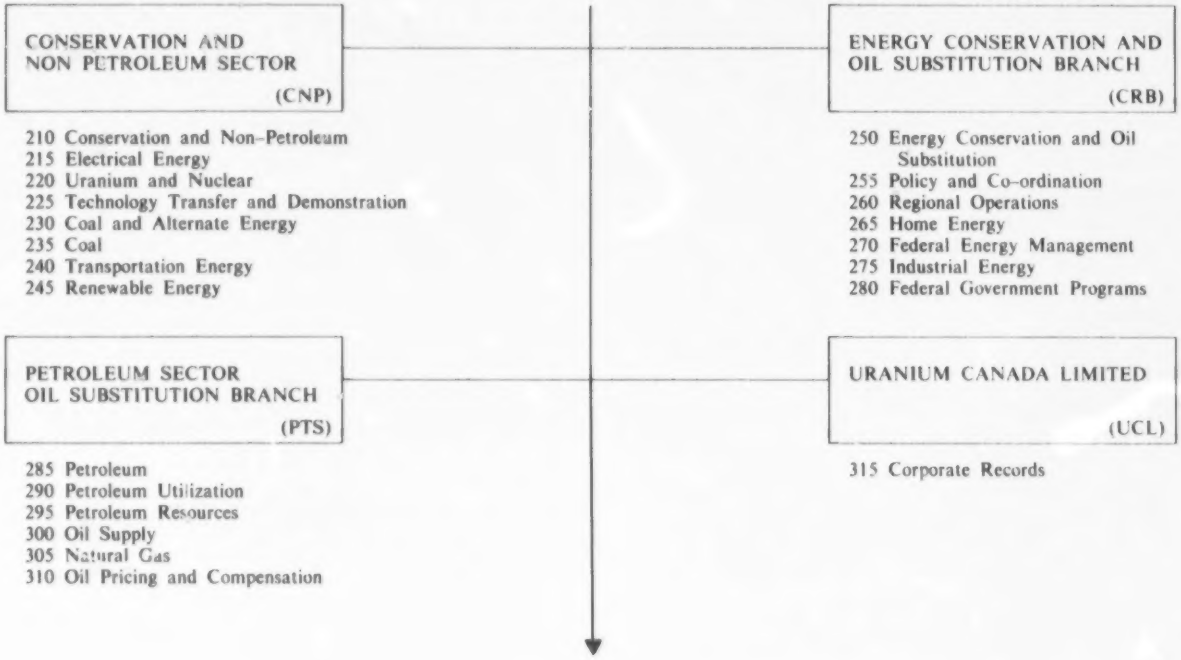
DEPARTMENT OF ENERGY, MINES AND RESOURCES

Chapter 39

DEPARTMENT OF ENERGY, MINES AND RESOURCES



DEPARTMENT OF ENERGY, MINES AND RESOURCES



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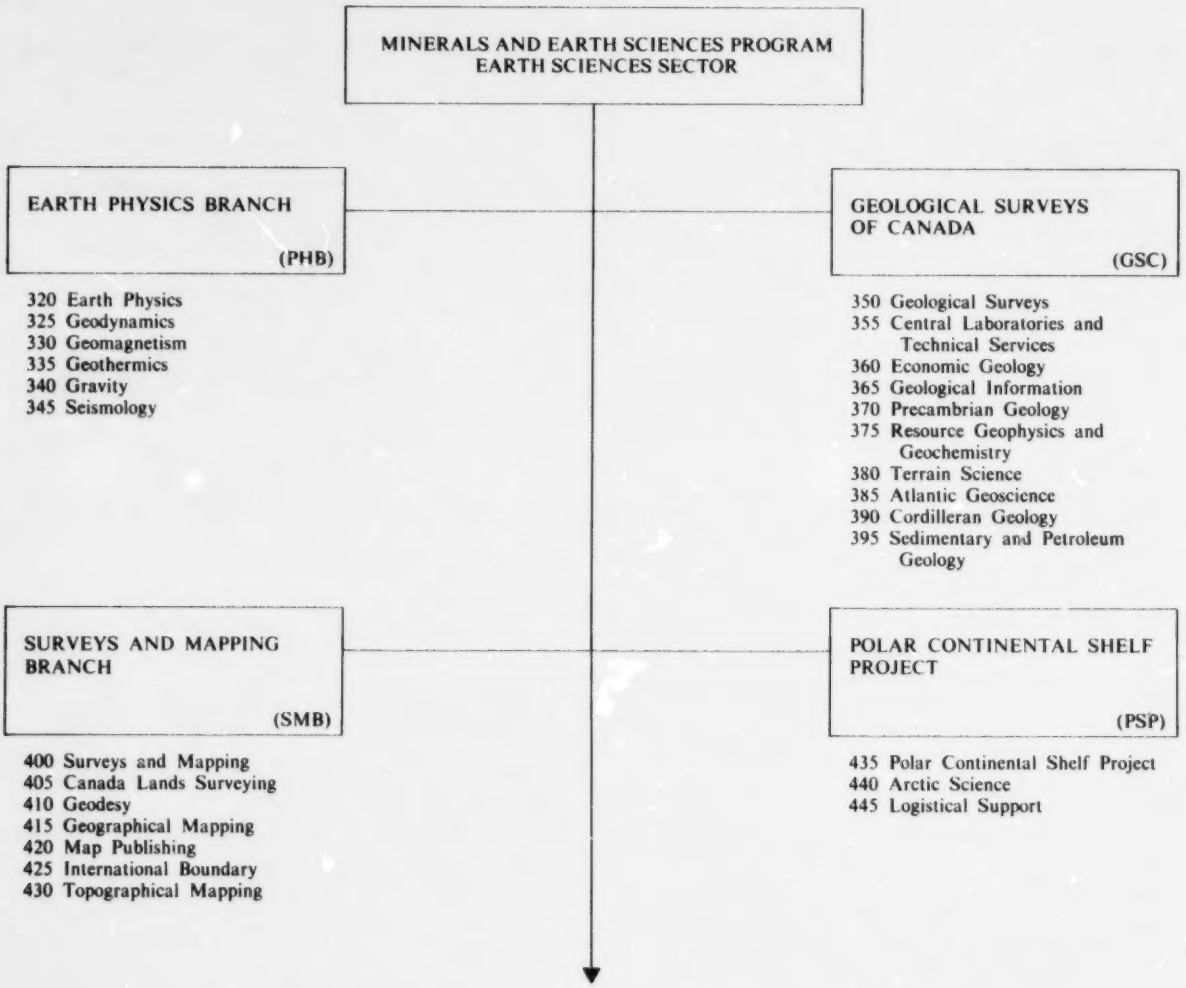

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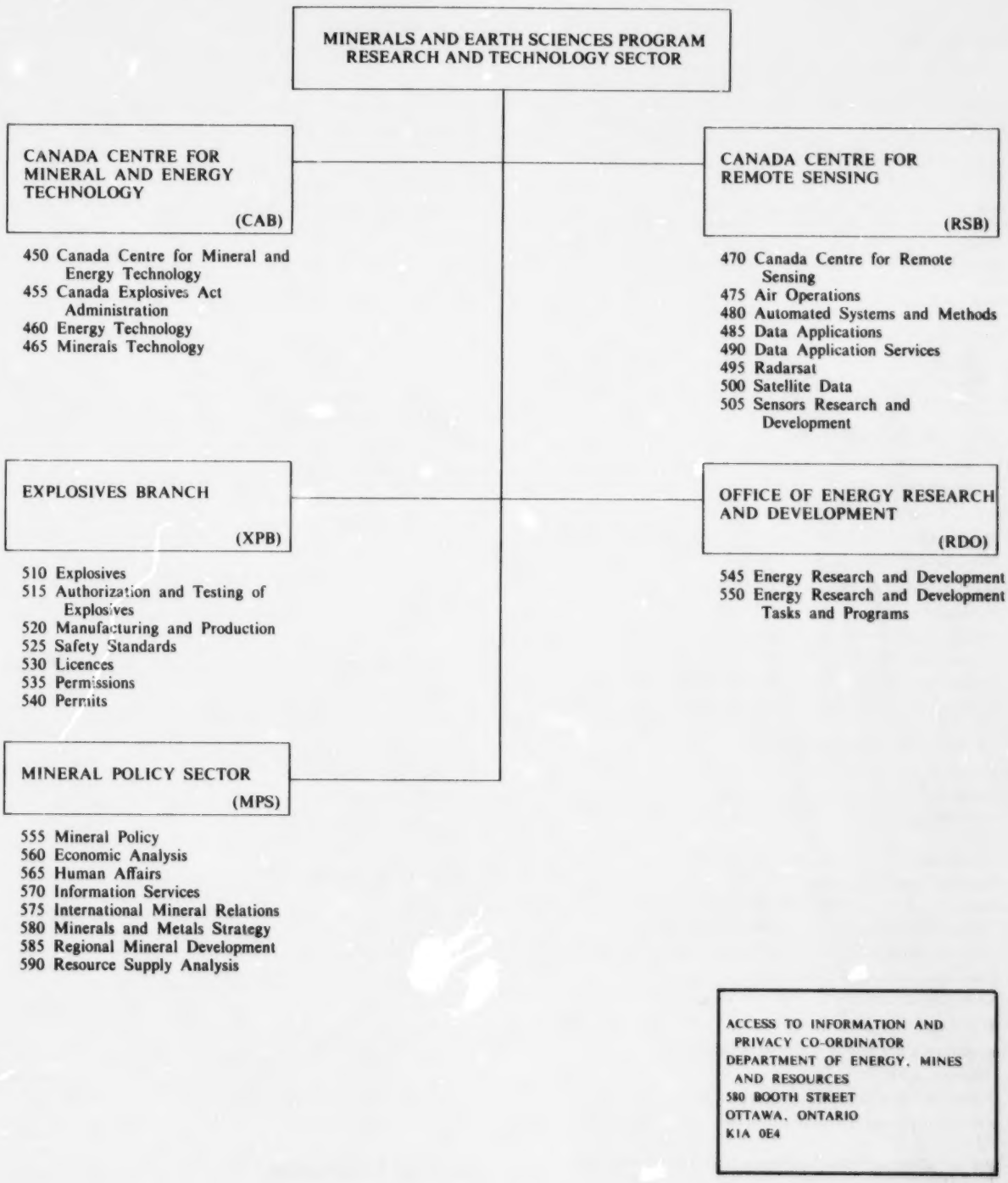


ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF ENERGY, MINES
AND RESOURCES
580 BOOTH STREET
OTTAWA, ONTARIO
K1A 0E4

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Background

Although the Department of Energy, Mines and Resources is comparatively new, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics, formerly the Dominion Observatory, dates from 1871, and parts of the Surveys and Mapping Branch were established in 1872.

Previously known as the Department of Mines and Technical Surveys, the Department of Energy, Mines and Resources (EMR) was created in 1966 by the *Department of Energy, Mines and Resources Act*. At that time it assumed a new and important role as policy maker in energy development. Since then, the Department has been given a strong mandate to fulfil its role as the principal federal agency responsible for the discovery, investigation, development and conservation of Canada's mineral and energy resources.

The Department comprises three programs: Energy; Minerals and Earth Sciences; and Administration. Together they provide initiatives directed towards national economic development.

Laws and Regulations

The Department of Energy, Mines and Resources is responsible for the following legislation:

Principal Departmental Statutes

- Department of Energy, Mines and Resources Act, RSC 1970, c.E-6
- Resources and Technical Surveys Act, RSC 1970, c.R-7

Statutes Actively Administered by the Ministry

- Atomic Energy Control Act, RSC 1970, c.A-19
- Canada Lands Surveys Act, RSC 1970, c.L-5
- Canada Oil and Gas Act, RSC 1980-81-82, c.81
- Canada Home Insulation Program Act, SC 1980-81-82, c.57
- Canadian Ownership and Control Determination Act, SC 1980-81-82, c.107
- Co-operative Energy Act, SC 1980-81-82, c.108
- Energy Monitoring Act, SC 1980-81-82, c.112 (part of Bill C-106)
- Energy Supplies Emergency Act, 1970, SC 1978-79, c.17
- Home Insulation (N.S. and P.E.I.) Programs Act, SC 1980-81-82, c.58
- International Boundary Commission Act, RSC 1970, c.I-19
- National Energy Board Act, RSC 1970, c.N-6
- Nuclear Liability Act, RSC 1970, c.29 (1st Supplement)
- Oil and Gas Production and Conservation Act, RSC 1970, c.0-4
- Oil Substitution and Conservation Act, SC 1980-81-82, c.59
- Petro-Canada Act, SC 1974-75-76, c.61
- Energy Administration Act, SC 1974-75-76, c.47
- Petroleum Incentives Program Act, SC 1980-81-82, c.107

Administration of Changes in Provincial Boundaries

- Alberta Act, SC 1905, c.3
- Alberta-British Columbia Boundary Act, SC 1932, c.5
- Alberta-Northwest Territories Boundary Act, 1958, SC 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, SC 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, SC 1967-68, c.12
- Manitoba Boundaries Extension Act, SC 1912, c.32
- Manitoba-Northwest Territories Boundary Act, SC 1966-67, c.61
- Manitoba-Saskatchewan Boundary Act, 1966-67, c.57
- Ontario Boundaries Extension Act, SC 1912, c.40
- Ontario-Manitoba Boundary Act, SC 1953-54, c.9
- Québec Boundaries Extension Act, SC 1912, c.45
- Saskatchewan-Northwest Territories Boundary Act, SC 1966-67, c.58
- Yukon Act, SC 1898, c.6

Inactive Statutes under Ministry Administration

- Beauharnois Light, Heat and Power Company Act, SC 1931, c.19
- Bras d'Or Coal Company Limited, Agreement Act, SC 1960-61, c.20
- Dominion Coal Board Dissolution Act, SC 1969-70, c.29
- Emergency Gold Mining Assistance Act, RSC 1970, c.E-5
- Emergency Supplies Emergency Act, SC 1973-74, c.52

Crown Corporations Reporting to Parliament through the Minister

- Atomic Energy Control Board
- Atomic Energy of Canada Limited
- Petro-Canada Limited
- Uranium Canada Limited
- Eldorado Aviation Limited
- Eldorado Nuclear Limited

Autonomous Agencies Reporting to Parliament through the Minister

- Board of Examiners for Canada Lands Surveys
- Canadian Permanent Committee on Geographical Names
- Energy Supplies Allocation Board
- National Energy Board
- Petroleum Monitoring Agency

Overall Responsibilities

The objective of the Department of Energy, Mines and Resources is to promote the discovery, development and efficient use of the country's mineral and energy resources and to broaden the knowledge of Canada's landmass for the benefit of all Canadians. To this end, the Department fosters national policies based on research and data collection in the earth, mineral, and metal sciences and on policy, economic and social analyses. The Department also carries out an earth sciences program on the conservation and use of the Canadian landmass; and it makes available the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide range of customers across the country.

General Information

General departmental information is provided by offices in Ottawa and across Canada. Contact may be made by telephone or by writing to one of the following addresses:

DEPARTMENT OF ENERGY, MINES AND RESOURCES

Newfoundland

Departmental Information Office
Conservation and Renewable Energy Office
Atlantic Place
7th Floor, Box 65
215 Water Street
St. John's, Newfoundland
A1C 6C9
Telephone: (709) 737-5464

Canada Oil and Gas Lands
Administration
354 Water Street, Room 408
St. John's, Newfoundland
A1C 5H5
Telephone: (709) 737-2125

Prince Edward Island

Departmental Information Office
Conservation and Renewable Energy Office
Waterfront Shopping Centre
98 Water Street
Summerside, Prince Edward Island
C1N 1A8
Telephone: (902) 436-7283

Nova Scotia

Departmental Information Office
Conservation and Renewable Energy Office
Bank of Montreal Tower, 5th Floor
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 426-8600, -8606 or -8607

Atlantic Geoscience Centre
Geological Survey of Canada
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-2367 or -2730

Canada Benefits Branch
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-3179

Canada Oil and Gas Lands Administration
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-2525

Explosives Branch
Sir John Thompson Building
Room 410
1256 Barrington Street
Halifax, Nova Scotia
B3J 1Y6
Telephone: (902) 426-3559

Regional Surveyor
Surveys and Mapping Branch
P.O. Box 368
Government of Canada Building
40 Havelock Street
Amherst, Nova Scotia
B4H 3Z5
Telephone: (902) 667-7249

New Brunswick

Departmental Information Office
Conservation and Renewable Energy Office
835 Champlain Street
Dieppe, New Brunswick
E1A 1P4
Telephone: (506) 388-6070

Québec

Departmental Information Office
Conservation and Renewable Energy Office
605 Dorchester Blvd. West
Ground Floor
Montréal, Québec
H3B 1P4
Telephone: (514) 283-5644 or -5645

Regional Information and Sales Centre
1535 Ste-Foy Road
Ste-Foy, Québec
G1S 2P1
Telephone: (418) 694-3325

Explosives Branch
Inspector of Explosives
1262 Maguire Avenue
P.O. Box 463
Québec, Québec
G1T 2R8
Telephone: (418) 694-7702

Regional Surveyor
Surveys and Mapping Branch
1141 Route de l'Eglise
6th Floor
P.O. Box 9874
Ste-Foy, Québec
G1V 4C5
Telephone: (418) 694-4325

Ontario

Departmental Information Office
Conservation and Renewable Energy Office
55 St. Clair Avenue East, 6th Floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 996-5814 or -5679

Petroleum Prices and Compensation Programs
344 Wellington Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-2611

Canada Oil and Gas Lands Administration
355 River Road
14th Floor
Vanier, Ontario
K1L 8C1
Telephone: (613) 993-3760

Elliot Lake Laboratories
Canada Centre for Mineral and Energy Technology
(CANMET)
P.O. Box 100
Elliot Lake, Ontario
P5A 2J6
Telephone: (705) 848-2236

Regional Surveyor
Surveys and Mapping Branch
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M2
Telephone: (416) 996-7503

Communications Branch
Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 995-3065

Manitoba

Departmental Information Office
Conservation and Renewable Energy Office
110-112 Osborne Avenue South
Winnipeg, Manitoba
R3L 1Y5
Telephone: (204) 949-4266, -4272, -4537 or -4536
also 1-800-542-8927 or -8928

Regional Surveyor
Surveys and Mapping Branch
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-4954

Saskatchewan

Departmental Information Office
Conservation and Renewable Energy Office
S.J. Cohen Building
119 Fourth Avenue
7th Floor, Suite 706
Saskatoon, Saskatchewan
S7K 2L2
Telephone: (306) 665-4519 or -4532

Regional Surveyor
Surveys and Mapping Branch
409-1853 Hamilton Street
Torwest Tower
Regina, Saskatchewan
S4P 2C1
Telephone: (306) 359-5401

Alberta

Departmental Information Office
Conservation and Renewable Energy Office
Grandin Park Plaza
2nd Floor, Room 200
22 Sir Winston Churchill Avenue
St. Albert, Alberta
T8N 1B4
Telephone: (403) 420-4035

Departmental Information Office
220 Fourth Avenue, Room 622
Calgary, Alberta
T2G 4X3
Telephone: (403) 231-4488

Institute of Sedimentary and Petroleum Geology
Geological Survey of Canada
3303-33rd Street N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 284-0110

Petroleum Incentives Program Office
Federal Building, Room 332
220 Fourth Avenue S.E.
P.O. Box 2907, Station "M"
Calgary, Alberta
T2P 3L7
Telephone: (403) 231-5005

Western Office (Mining)
Canada Centre for Mineral and Energy Technology (CANMET)
3303-33rd Street N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 284-0110

Western Research Laboratories (Coal)
Canada Centre for Mineral and Energy Technology (CANMET)
11315-87th Avenue
Edmonton, Alberta
T5W 2T7
Telephone: (403) 464-9212

Western Research Laboratories (Coal)
Canada Centre for Mineral and Energy Technology (CANMET)
P.O. Box 3294
Sherwood Park, Alberta
T8A 2A6

Explosives Branch
Inspector of Explosives
220 Fourth Avenue S.E.
P.O. Box 2868, Station "M"
Calgary, Alberta
T2P 3C2
Telephone: (403) 231-4766

Regional Surveyor
Surveys and Mapping Branch
9942-108th Street
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2496

British Columbia

Departmental Information Office
Conservation and Renewable Energy Office
Malborough Mall
5021 Kingsway, 3rd Floor
Burnaby, British Columbia
V5H 2E5
Telephone: (604) 524-7222 or -7224

Geological Survey of Canada
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 544-1271

Pacific Geoscience Centre
Geological Survey of Canada
Marine Geology Unit
Patricia Bay
P.O. Box 6000
Sidney, British Columbia
V8L 4B2

Explosives Branch
Inspector of Explosives
Sun Tower Building, 7th Floor
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 544-1360

Geological Survey of Canada
Surveys and Mapping Branch
700 West Georgia Street
Vancouver, British Columbia
V7Y 1B6
Telephone: (604) 544-1679

Victoria Geophysical Observatory
Earth Physics Branch
R.R. 7
5071 West Saanich Road
Victoria, British Columbia
V8X 3X3
Telephone: (604) 873-4669

Yukon

Departmental Information Office
Conservation and Renewable Energy Office
2078 Second Avenue
Whitehorse, Yukon
Y1A 1B1
Telephone: (403) 668-2828

Regional Surveyor
Surveys and Mapping Branch
204 Range Road
Whitehorse, Yukon
Y1A 3V1
Telephone: (403) 668-2636

Publications

Pamphlets, brochures, guidebooks and other publications that cover a wide variety of departmental programs and services are available free of charge from the Department through any of the offices listed above. General publications can be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, Québec, K1A 0S9. Maps are available at the Information and Sales Centre, Department of Energy, Mines and Resources, 580 Booth Street, Ottawa, Ontario, and at the Regional Map Sales Office, 1535 Ste-Foy Road, Québec, Québec.

Libraries

Libraries with public reading area facilities are located at the following addresses:

Geological Survey Library
601 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4163

Canada Centre for Mineral and Energy Technology
(CANMET)
Library
555 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4162

Headquarters Library
580 Booth Street
Ottawa, Ontario
Telephone: (613) 996-0825

Surveys and Mapping Library
615 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4071

Earth Physics Library
1 Dominion Observatory Crescent
Ottawa, Ontario
Telephone: (613) 995-5550

Canada Centre for Remote Sensing Library
240 Bank Street, 5th Floor
Ottawa, Ontario
K2P 1X4
Telephone: (613) 995-5645

Cordilleran Geology Division Library
100 West Pender Street
Vancouver, British Columbia
Telephone: (604) 544-3812

Institute of Sedimentary and Petroleum Geology Library
3303-33rd Street N.W.
Calgary, Alberta
Telephone: (403) 284-0110

Access Procedures

Formal requests for information under the *Access to Information Act* and complaints and enquiries on the administration of the Act within the Department should be addressed to

Co-ordinator, Access to Information and Privacy
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-0825

Branch heads decide on the disclosure of information under their control that may be subject to exemptions in the Act or to third-party notification.

Departmental Executives

At the corporate level, the assistant deputy minister, Finance and Administration, through the Access to Information and Privacy Secretariat, directs the implementation of policies and administrative procedures concerning the application of the Act throughout the Department, and will investigate all complaints on issues related to applications and service to the public. The deputy minister will oversee the final resolution of any complaints or legal actions concerning disclosure of information held by the Department.

Office of Environmental Affairs

Through the Office of Environmental Affairs (OEA), the Department of Energy, Mines and Resources is involved in the development of broad environmental policies affecting energy and mineral strategies. The Department participates in the Federal Environmental Assessment and Review Process (EARP) through OEA, by screening Department initiatives and by co-ordinating expertise in minerals, energy and earth sciences for the various EARP activities and reviews. OEA directs departmental research and development on the environmental and public health implications of Canada's energy policies.

DEPARTMENT OF ENERGY, MINES AND RESOURCES

ENERGY PROGRAM

Canada Oil and Gas Lands Administration

The Canada Oil and Gas Lands Administration (COGLA) is responsible for the disposition and management of oil and gas rights on Canada lands, and all mineral rights in offshore areas. It also supervises and regulates oil and gas operations under federal jurisdiction and makes recommendations on the preparation of regulations and legislation related to these responsibilities.

Manuals

- Procedures Manual for Offshore Mineral Rights
- Procedures Manual for Orders-in-Council
- Accounting Procedures Manual for Oil and Gas Permits

Petroleum Incentives Administration

The Petroleum Incentives Administration is responsible for the administration of the *Petroleum Incentives Program Act* and the *Canadian Ownership and Control Determination Act*. In this capacity, the administration is responsible for the collection, analysis and study of information pertaining to the determination of companies' and individuals' Canadian ownership rate and control status and their eligibility for reimbursement of certain approved expenditures, and the development of policy and regulations.

Manuals

- Petroleum Incentives Program (PIP) Information Kit
- Canadian Ownership and Control (COCD) Determination Information Kit
- Manual of Interpretations of COCD Regulations (under development)
- Policy and Precedents Manual — PIP Program
- Case Assessment Criteria Manual — PIP Program

Energy Supplies Allocation Board

The board develops policies, programs and information systems for the allocation of crude oil and petroleum products in the event of an emergency, and for a supplementary rationing system to reinforce the allocation programs, if required. It monitors petroleum supply and demand trends to evaluate the need for emergency measures as provided by the *Energy Supplies Emergency Act*.

Manuals

- Crude Oil Allocation Manual
- Petroleum Products Allocation Manual
- Gasoline Rationing Manual
- Petroleum Emergency Allocation Systems Manual

Energy Policy Analysis Sector

This sector conceptualizes and develops Canadian energy strategy, policy and programs, negotiates and co-ordinates all aspects of Canadian energy policy in both the domestic and international areas, and co-ordinates energy policy and program functions at the departmental level. It also conducts economic and financial analyses concerned with energy policy alternatives, Canadianization, corporations, and energy projects and programs. The activities of the sector are carried out by the following branches: Energy Strategy, Financial and Fiscal Analysis, Corporate Development and Economic Analysis, International Energy Relations, and Energy Policy Co-ordination.

Conservation and Non-Petroleum Sector

The non-petroleum part of the sector conducts studies on coal, uranium and nuclear, electrical, transportation and renewable energy, for policy development and information purposes. It evaluates Canada's non-petroleum energy sources and reserves and determines the demand for these resources. It is also concerned with assessments and programs relative to resource exploration, development, transportation and transmission, and use.

Energy Conservation and Oil Substitution Branch

This branch analyzes energy demand in major end-use sectors to define the potential for energy conservation and develops programs to ensure that the full economic potential for conservation is attained. The branch is concerned with information dissemination, the provision of incentive grants and loans, and demonstrations and related conservation programs in support of greater conservation effectiveness in the residential, building, industry and federal government sectors.

Petroleum Sector

This sector conducts studies on petroleum and natural gas for policy development and information purposes. It evaluates Canada's oil and gas sources and reserves and determines the demand for these resources; it is concerned with assessments and programs on resources, exploration, development, transportation, processing, marketing, use and pricing; and it is responsible for such major programs as the Oil Import Compensation Program and the Distribution Systems Expansion Program. The activities of the Petroleum Sector are carried out by the following branches: Petroleum Utilization, Petroleum Resources, Oil Supply, Natural Gas, Oil Pricing and Compensation.

Manuals

- Oil Import Compensation Program Procedures Handbook
- New Petroleum Resources Compensation Program Procedures Handbook
- Domestic and Foreign Petroleum and Petroleum Products
- Levy Program Procedures Handbook
- Standard Procedures for Petroleum Measurement at Seaports

Uranium Canada Limited

Uranium Canada Limited (UCAN), a Crown corporation incorporated in June 1971 under the *Canada Corporations Act* and continued under the *Canada Business Corporations Act* in 1980, is for all its purposes, an agent of Her Majesty, and its powers may be exercised only as an agent of Her Majesty. The objective of the Corporation is to negotiate, execute and perform agreements for the purchase, stockpiling and sale of uranium concentrates and to do or procure the doing of anything necessary or incidental thereto, all subject to the approval of the Governor-in-Council.

The activities of the Corporation ceased on May 29, 1981, with the transfer of the residual uranium stockpile to Eldorado Nuclear Limited.

MINERALS AND EARTH SCIENCES PROGRAM

Earth Sciences Sector

This sector comprises activities of the Minerals and Earth Sciences Program directly related to Canada's landmass, its mineral and energy resources and geological hazards. All activities of the sector

contribute directly to the attainment of the objectives of the Minerals and Earth Sciences Program.

A comprehensive, integrated geoscience knowledge base encompassing the whole of the Canadian landmass, onshore and offshore, is an essential prerequisite for exploration, development and management of mineral and fossil fuel resources, identifying and overcoming constraints to development and natural hazards, and minimizing the deleterious effects of human activity on the environment. Concerns for which this knowledge is critical include the effects of permafrost on petroleum development and transportation, pipeline routing, disposal of radioactive waste, geothermal energy, acid rain, seismic risks in areas of development and national defence. The activities of the Earth Sciences Sector are carried out by four branches: Earth Physics, Geological Surveys of Canada, Surveys and Mapping and the Polar Continental Shelf Project.

Earth Physics Branch

This branch contributes fundamental information on the geophysical framework and processes of the landmass, including a knowledge of the gravity and magnetic fields, geothermal properties and seismicity of the country.

Manuals

- Standard Seismograph Station Operator's Manual
- Regional Station Operator's Manual
- Instrument Operations in the Field and Laboratory

Geological Surveys of Canada

Geological Surveys of Canada contributes the results of the geological research and surveys, quantitative measurements resulting from geophysical and geochemical surveys, and research on exploration methods and technologies.

Manuals

- Catalogue of Scientific Projects

Surveys and Mapping Branch

This branch provides the foundation for the other activities of the sector, other government departments, municipal and provincial governments, agencies, and industries by providing the geodetic, topographic and geographic base of Canada. In addition, the branch has the responsibility for the periodic production of a national atlas, cyclic revision of aeronautical charts, electoral maps and the surveying of Canada Lands.

Divisions

- Branch Headquarters
- Geodetic Survey Division
- Topographical Survey Division
- Geographical Services Directorate
- Legal Surveys Division
- International Boundary Commission
- Reproduction and Distribution Division

Manuals

- ER 18 Inertial and Gyro Systems
- ER 19 Field Reports
- Digital Mapping Standards
- 15 Year Long Range Plan — International Boundary Commission Field Manual

Polar Continental Shelf Project

The Polar Continental Shelf Project provides a centralized logistic service for scientific work being conducted in the Arctic. In addition, it provides information to the scientific community and local inhabitants, on Arctic research and operations. It also conducts limited research into Arctic problems that are not being addressed by other agencies.

Research and Technology Sector

This sector is responsible for research that spans the accepted public sector spectrum of policy research and development, and protection and productivity technologies to enhance the development of Canada's renewable and non-renewable resources. Specifically, four activities in the Minerals and Earth Sciences Program and one activity in the Energy Program address technologies for the extraction, processing, use and conservation of mineral and energy resources; for the regulation of explosives; and for remote sensing. These areas of interest — energy, mineral resources and high-technology industrial development — relate directly to government priorities for the 1980s. These activities are carried out by four branches: the Canada Centre for Mineral and Energy Technology (CANMET), the Canada Centre for Remote Sensing (CCRS), the Office of Energy Research and Development (OERD) and the Explosives Branch.

Canada Centre for Mineral and Energy Technology

The Canada Centre for Mineral and Energy Technology (CANMET) carries out research and development to ensure the effective use of minerals and energy, to develop new technology, and to ensure the availability of energy from innovative as well as traditional sources. Work proceeds in-house and through contracts to find ways of improving the recovery, processing and use of energy resources. Research focuses on developing alternative resources that lie untapped: oil sands and heavy oils; substituting coal for oil and gas in the generation of electrical energy; and minerals technology. The focus is on exploitation of deep-lying, complex deposits, recycling waste products and reducing environmental damage. CANMET is also charged with the certification of non-destructive testing personnel for government and industry. Work is carried out through the Physical Metallurgy Research Laboratories (PMRL), the Mining Research Laboratories (MRL), the Mineral Sciences Laboratories (MSL) and the Energy Research Laboratories (ERL).

Manuals

- User Manuals for Computer Applications
- Procedure Manuals for X-Ray Analysis of Mine Dust
- X-Ray Operations
- Analytical Method of Waste Water
- Guide for the Preparation of CANMET Publications

Canada Centre for Remote Sensing

The Canada Centre for Remote Sensing (CCRS) is responsible for the development and demonstration of systems, methods and instruments to acquire, disseminate and analyze remote sensing data from aircraft and satellites as a contribution to the development of effective information and management systems for Canada's land and ocean resources and environment.

Manuals

- Manual for Operation of Photographic Analysis System

Explosives Branch

This branch is responsible for the administration of the *Canada Explosives Act* and related activities in the explosives field. Its responsibility includes control over all factories that produce commercial blasting explosives, military explosives, blasting accessories, sporting ammunition, fireworks and other pyrotechnics, and control of the quality and safety of these products. The branch also monitors road transportation, storage, sale and importation of explosives.

Manuals

- Explosives Branch File Index

Office of Energy Research and Development

The Office of Energy Research and Development (OERD), as Secretariat for the Interdepartmental Panel on Energy Research and Development, is responsible for the development of federal research and development (R&D) policies to support national energy strategy options; collection of information on R&D and demonstration activities in federal and provincial departments and agencies, industry, universities, and internationally; provision of advice on the allocation of federal R&D resources; technical evaluation of federal R&D programs; management of energy R&D programs through contracts and co-operative agreements; and provision of information on Canadian energy research and development.

Mineral Policy Sector

This sector is responsible for developing, promoting, co-ordinating and recommending national policies, plans and programs for non-fuel minerals. It is also responsible for the collection, assembly and publication of national mineral statistics on behalf of the federal government in co-operation with the provinces and for the management on behalf of the federal government of mineral development sub-agreements with the provinces. In addition, the sector provides direction for the management of the Minerals Program within the Department.

Its work includes the collection of national and international data and intelligence, the conduct of ongoing appraisals, studies and representations in a provincial, national and international context on matters of exploration, development, production, processing, transportation, trade and use of non-fuel minerals. The sector is divided into three branches: Minerals and Metals Strategy, Economic Policy and Financial Analysis, Resource Supply and Information.

Manuals

- Mineral Policy Sector Records Index

Classes of Records

EMR/DEX-005 *Formerly Identified as:* NO REFERENCE
Science and Technology (New)
Description: Information relating to scientific and technological research, and activities pertaining to Canada's landmass and its energy and mineral resources. In 1981, the Science and Technology Sector was restructured into the Research and Technology, and Earth Sciences Sectors. This class also includes information on general co-operation and liaison with provincial governments and foreign countries. *Topics:* Committee on the Challenges of Modern Society; international science and technology; unsolicited proposals; environment; air pollution; long range transport of air pollutants; Environmental Assessment and Review Process (EARP); land; water pollution; international environmental issues; co-operation and liaison; federal/provincial liaison; international liaison; energy technology; coal technology; explosives; remote sensing; international remote sensing.

EMR/DEX-010 *Formerly Identified as:* NO REFERENCE
Earth Sciences (New)
Description: Information relating to Earth Sciences activities ensuring the availability of scientific data on the earth's crust necessary for effective resource management. *Topics:* Earth Sciences Sector program planning; interdepartmental liaison; provincial liaison; Advisory Committee on Northern Development; Earth Sciences international bilateral and multilateral relations; EMR Research Agreements Program (RAP); RAP applications assessments; Canadian universities/RAP; departmental grants review committee; provincial research councils/RAP; research institutes and societies/RAP; Earth Sciences Sector communications; Earth Sciences operations; Earth Physics operations; Geological Surveys operations; Polar Continental Shelf operations; Surveys and Mapping operations; Marine Geoscience; minerals issues.

EMR/DEX-015 *Formerly Identified as:* NO REFERENCE
Minerals (New)
Description: Information relating to the advice and recommendations made in reference to strategies and policies concerning mineral exploration and development. *Topics:* Mineral supply and development; mineral evaluation and monitoring; mineral information systems; mineral information exchanges; mineral technology; international minerals.

EMR/DEX-020 *Formerly Identified as:* NO REFERENCE
Energy Policy (New)
Description: Information relating to the establishment of federal energy policies, strategies and activities and to Canada's international energy relations. *Topics:* International Energy Agency (IEA); provincial energy policies; international energy policies; National Energy Program (NEP); Canadianization; acquisition and establishment of coal, oil and gas, mineral and uranium industries; provincial relations.

EMR/DEX-025 *Formerly Identified as:* NO REFERENCE
Economic Analysis (New)
Description: Information relating to the analysis of the Canadian economy and economic outlooks and forecasts. Includes the assessment of macroeconomic impact of mineral and energy policies, regional development taxation, and the economic environment of foreign countries. *Topics:* Economic analysis; economic analysis of the Minerals Sector; Interdepartmental Economic Intelligence Committee; Committee of Deputy Ministers on Economic Development; Ministry of State for Economic Development (MSED); MSED auctions; regional economic development; federal economic development co-ordinators (FEDC); general and subsidiary development agreements; regional economic analysis and development in the Minerals Sector; international economic analysis; Organization for Economic Co-operation and Development (OECD); Canada/USSR Economic Co-operation Agreements and Mixed Commission; UN Economic and Social Council (ECOSOC); economic analysis of taxation policies and systems.

EMR/DEX-030 *Formerly Identified as:* NO REFERENCE
Emergency Planning (New)
Description: Information relating to the development of policies, regulations, control systems, and information systems for the allocation of refined products to wholesale petroleum customers, and a supplementary rationing program to reinforce the allocation programs as required; to the monitoring of trends in petroleum supply and demand, and the administration of national emergency and demand restraint measures. *Topics:* Emergency planning; Energy Supplies Allocation Board (ESAB) administration; allocation and rationing.

EMR/DEX-035 *Formerly Identified as:* NO REFERENCE

Energy Conservation (New)

Description: Information relating to the analysis of energy demand, to define the potential for energy conservation and the development of policies and programs to ensure that full economic potential for conservation is attained. Includes information on the provision of incentive grants and loans, and on related programs in support of energy conservation in the transportation, building, industry and federal government sectors. *Topics:* Energy conservation; provincial energy conservation; energy conservation in buildings; Canadian Oil Substitution Program (COSP); energy conservation in industry and transportation; Internal Energy Conservation Program; renewable energy resources.

EMR/DEX-040 *Formerly Identified as:* NO REFERENCE

Energy Research and Development (New)

Description: Information relating to energy research and development, including public correspondence on various energy programs, liaison with Canadian universities, publications and press clippings on energy issues, as well as committees involved in energy research development. *Topics:* International energy research and development; IEA Committee on Energy Research and Development (CRD); provincial energy research and development; Alberta/Canada Energy Resources Research Fund (ACERRF), industry, Interdepartmental Panel on Energy Research and Development; research and development tasks and programs, proposals and fundings; conservation task; oil and coal task; nuclear energy task; renewable energy task; new liquid fuels task; conventional energy systems task; Office of Energy Research and Development (OERD); co-ordination and generic environment task; management of non-renewable resources; *Canada Oil and Gas Act* (Bill C-48); transfer of mineral rights; offshore mineral rights.

EMR/DEX-045 *Formerly Identified as:* NO REFERENCE

Non-Petroleum Sources (New)

Description: Information relating to the assessment of Canada's non-petroleum sources and reserves such as coal, electrical energy, nuclear energy and uranium. *Topics:* Coal; coal resource development, production and marketing; international coal; electrical energy; resource development; production and marketing of electricity; electrical transmission lines; nuclear energy and uranium; nuclear and uranium resource development, production and marketing; nuclear waste management; irridated fuel waste (high level); low level radioactive waste (LLRW); international nuclear energy and uranium.

EMR/DEX-050 *Formerly Identified as:* NO REFERENCE

Petroleum Sources (New)

Description: Information relating to the assessment of Canada's petroleum sources and reserves; supply and demand for these resources; resource exploration, development and translation. *Topics:* Petroleum industry; petroleum products pricing; gas pricing; petrochemicals; petroleum sources and reserves; petroleum exploration; offshore drilling; petroleum utilization; petroleum supply and demand; petroleum exports and exchanges; international petroleum industry; transportation; transportation studies; pipelines; certificates of public convenience and necessity; pipeline activities and projects.

EMR/DEX-055 *Formerly Identified as:* NO REFERENCE

Pricing and Compensation (New)

Description: Information relating to the analysis of imported petroleum compensation; system of price blending and reference (incentive) pricing. *Topics:* Petroleum Incentive Administration (PIA); Petroleum Monitoring Agency (PMA).

EMR/EVA-060 *Formerly Identified as:* NO REFERENCE

Environmental Affairs (New)

Description: Information relating to the co-ordination of departmental participation in environmental assessment review. Includes advice and recommendations to senior management on environmental matters as they pertain to Energy and Mineral policy. *Topics:* Associations and organizations; environmental conferences; liaison; environmental committees; air emissions; acid rain; lead in gasoline issues; long range transport of air pollutants; Arctic environmental issues; climatic issues; energy research and development; energy sources; environmental assessment and review process; mineral industry issues; nuclear issues.

EMR/CGA-065 *Formerly Identified as:* NO REFERENCE

Canada Oil and Gas Lands Administration (New)

Description: Information relating to the management of federal interests in development, exploration and production of oil, gas and other mineral resources in the Canada Lands. *Topics:* Interdepartmental, provincial and international liaison; northern development; constitutional development; energy and economics studies; federal, provincial and international legislation; resources management legislation; *Public Land Grants Act and Territorial Lands Act; Oil and Gas Production and Conservation Act;* socioeconomic concerns; environmental concerns; committees; company information; Petroleum Incentives Program.

EMR/CGA-070 *Formerly Identified as:* EMR-341

Canada Benefits

Description: Information relating to analysis and management of procurement plans submitted by oil and gas operators seeking exploration agreements, to ensure benefits to the Canadian economy. *Topics:* Canada benefits packages; employment benefits; East Coast employment benefits; northern regions employment benefits; industrial benefits; social benefits; consultant services; project notification; research and development programs; sector supply and services; technology transfer; work plans and status reports.

EMR/CGA-075 *Formerly Identified as:* EMR-342

Environmental Protection

Description: Information relating to the protection of oil and gas operations in marine and coastal areas from environmental risks, as well as the protection of the environment from the effects of drilling operations. *Topics:* Environmental protection and marine pollution; contingency planning; industry contingency planning; international contingency planning; environmental assessment; East Coast offshore environmental assessment; environmental assessment and review process; environmental studies revolving fund; environmental research and development; biological environment; northern environment; physical environment; physical oceanography; meteorology and climate studies; financial security; work plans and status reports.

EMR/CGA-080 *Formerly Identified as:* EMR-343

Land Management

Description: Information relating to the negotiation, issuing and administering of oil and gas exploration and production rights. *Topics:* Mineral rights on Canada Lands; accounting; production reports; oil and gas leases; mineral rights on public lands; mining leases; reservation of mines and minerals; royalties; titles; production evaluation; guaranty deposits; mineral rights transfer; work plans and status reports.

EMR/CGA-085 *Formerly Identified as:* EMR-344

Policy Analysis and Co-ordination

Description: Information relating to analysis, development and interpretation of policy with respect to the management of oil and gas exploration and development activities on Canada Lands. *Topics:* Provincial oil and gas issues; provincial negotiations; policy review; work plans and status reports.

DEPARTMENT OF ENERGY, MINES AND RESOURCES

EMR/CGA-090 *Formerly Identified as:* EMR-345
Resource Evaluation
Description: Information relating to the estimation of oil and gas reserves and potential on Canada Lands. *Topics:* Deep seabed resources; deep ocean mining; ocean mining industry; international ocean mining; offshore mining of non-fuel minerals; mineral resource inventory; deep seabed resource management; shelf resources; shelf mining; shelf resource management; ocean resources citation retrieval; geoscientific projects; scientific research offshore and East Coast.

EMR/CGA-095 *Formerly Identified as:* EMR-346
Engineering
Description: Information relating to the operational and occupational safety of drilling and developing activities on Canada Lands as it relates to the regulatory basis which governs equipment and procedures for drilling and production of oil and gas. *Topics:* Offshore operations; operations statistics; geological and geophysical offshore operations reports; marine diving; offshore drilling; pipelines and transportation; reservoir and reserve studies; offshore structures; field developments; Ocean Ranger accident; Ocean Ranger organization; Ocean Ranger investigations; Ocean Ranger Royal Commission and hearings; Ocean Ranger recommendations; Ocean Ranger public reports; work plans and status reports.

EMR/CGA-100 *Formerly Identified as:* NO REFERENCE
Offshore Programs (New)
Description: Information on industry activities in the East Coast, Hudson Bay and Hudson Strait, and West Coast areas relating to offshore programs. *Topics:* Drilling operations on the Scotian Shelf, Grand Banks, Labrador Shelf, Gulf of St. Lawrence, and other offshore and onshore drilling; geophysics including combined geophysical surveys, air and sea magnetometer measurement, gravity, seismic reflection and refraction, shallow seismic measurement, processing and interpretation, and onshore geophysical surveys; geology including combined geological surveys, offshore geological surveys, paleontological/palynological studies (biostratigraphic), geochemistry, petrography (lithology), purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental and feasibility studies, physical, biological and socioeconomic studies, engineering feasibility studies and geotechnical research.

EMR/CGA-105 *Formerly Identified as:* NO REFERENCE
Northern Operations (New)
Description: Information on northern operations in the Yukon Territory, Northwest Territories, Mackenzie Delta, Beaufort Sea, Arctic Islands, Arctic Lowlands and Eastern Arctic Offshore (Baffin Bay, Davis Strait, etc.) areas relating to offshore programs. *Topics:* Drilling operations on conventional landings; ice platforms; artificial islands; caissons (MAC); jack-up types and floaters; geophysics including combined geophysical surveys; air and sea magnetometer measurement; gravity; seismic reflection and refraction; shallow seismic measurement, processing and interpretation and onshore geophysical surveys; geology including combined geological surveys; offshore geological surveys, paleontological/palynological studies (biostratigraphic); geochemistry; petrography (lithology); purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental feasibility studies; physical, biological and socioeconomic studies; engineering feasibility studies and geotechnical research.

EMR/PNA-110 *Formerly Identified as:* NO REFERENCE
Petroleum Incentives Administration (PIA) (New)
Description: Information relating to administering both the *Canadian Ownership and Control Determination (COCD) Act* and the *Petroleum Incentives Program (PIP) Act* in order to actively contribute to the federal government's energy policy by increasing Canadian ownership and control of the petroleum industry and energy security in Canada. *Topics:* Committees; conferences; energy issues; oil and gas issues; Petroleum Incentives Administration reports; liaison; interdepartmental, international and provincial liaison.

EMR/PNA-115 *Formerly Identified as:* NO REFERENCE
Canadian Ownership and Control Determination (COCD) (New)
Description: Information relating to the development and maintenance of policies, systems, procedures and regulations to administer the *Canadian Ownership and Control Determination (COCD) Act*. Includes receiving, processing and certifying applications for the Canadian Ownership Rate and Control Status Program. *Topics:* Canadian Ownership and Control Determination (COCD) corporate information; COCD guidebook; COCD operations; COCD committees; COCD conferences; COCD operations reports; Canadian ownership rate and control status programs (COR/CS); COR/CS documentation; COR/CS certificates; COR/CS guidelines; COR/CS operating procedures.

EMR/PNA-120 *Formerly Identified as:* NO REFERENCE
Canadian Ownership and Control Determination Policy (New)
Description: Information relating to the development and maintenance of policies, precedents, and special studies in administering the *Canadian Ownership and Control Determination (COCD) Act* and Regulations in order to encourage increased Canadianization of the petroleum industry. *Topics:* Canadian Ownership and Control Determination (COCD) policy committees; COCD policy conferences; COCD policy reports; *COCD Act; COCD Act* interpretation; *COCD Act* qualified applicants; Canadian ownership rate and control status determination; *COCD Act* applications, certificates and administration; *COCD Act* disclosure of information; *COCD Act* regulation making authority; *COCD Act* enforcement; *COCD Act* judicial review and transmission provisions; Canadian ownership and control determination regulations; COCD Regulations interpretation and applications; specified Canadian ownership rates; Canadian ownership rates other than specified rates and rates of insurance companies and trust; COCD regulations administration; Canadian ownership rates of insurance companies; Canadian ownership rates of trust; COCD regulations schedules.

EMR/PNA-125 *Formerly Identified as:* NO REFERENCE
Petroleum Incentives Program (PIP) (New)
Description: Information on the development and maintenance of policies, systems, procedures and regulations related to the provision of the eligible costs and Crown share incentives to applicants. Includes receiving, analyzing and processing company applications for incentive contribution and issuing payments. *Topics:* Petroleum Incentives Program (PIP); petroleum incentives committees; petroleum incentives information management system; petroleum incentives research, analysis and forecasting; petroleum incentives operations; petroleum incentives applicant documentation; petroleum incentives processing procedures; petroleum incentives case assessment; petroleum incentives financial payments and controls; petroleum incentives data control and operations; petroleum incentives case control; well and geochemical; geological and geophysical data analysis; quality control and standards; petroleum incentives reviews and audits; reviews and audits standards and practices.

EMR/PNA-130 *Formerly Identified as:* NO REFERENCE
Petroleum Incentives Program Policy (New)
Description: Information relating to development and interpretation of the Petroleum Incentives Program legislation and regulations to increase Canadianization in the petroleum industry and to increase exploration and development in Canada. Includes assessment of case precedents and the development of policy, consistency of application of the *PIP Act* and Regulations, and the conduct of research, analysis and forecasting of demand in the oil and gas industry. *Topics: Petroleum Incentives Program (PIP) Act; PIP Act* interpretation; Petroleum Incentives Program (PIP); PIP administration; PIP

disclosure of information; PIP enforcement and general sections; PIP regulations; interpretation of the PIP regulations; interpretation of PIP regulations Part 1 (general) and Part 2 (adjusted eligible cost or expense).

EMR/ESB-135 *Formerly Identified as:* NO REFERENCE
Energy Supplies Allocation Board (New)
Description: Information relating to the administration of the Energy Supplies Allocation Board (ESAB), established under the *Energy Supplies Emergency Act* for the allocation of crude oil and refined products in a national emergency. The board also monitors trends in petroleum supply and demand. *Topics:* Acts and regulations; provincial advisory committee; petroleum industry advisory committee.

EMR/ESB-140 *Formerly Identified as:* EMR-350
Energy Emergency Planning
Description: Information relating to the development of programs and procedures with the Energy Supplies Allocation Board's involvement, dealing with actual or anticipated shortages of petroleum or disturbances in petroleum markets that may affect the national security, welfare, and economic stability of Canada. *Topics:* Operations; contracts; associations; committees; energy issues; International Energy Agency (IEA); IEA Standing Group on Emergency Questions; IEA Standing Group on Oil Market; IEA Standing Group on Long-Term Co-operation; IEA allocation systems tests; public information program; electronic data processing (EDP); allocation program EDP systems; rationing program EDP systems; operations analysis; provincial, interdepartmental and international liaison; compliance and audit; entitlement review; emergency organization.

EMR/ESB-145 *Formerly Identified as:* NO REFERENCE
National Emergency Agency for Energy (NEAE) (New)
Description: Information relating to the establishment and operation of the NEAE, designed to regulate and control energy production, distribution and use during a national emergency other than an emergency assigned to the Energy Supplies Allocation Board. *Topics:* Emergency planning; Emergency Planning Canada; emergency planning exercises; emergency planning committees; North Atlantic Treaty Organization (NATO); NATO Petroleum Planning Committee; NATO Senior Civil Emergency Planning Committee.

EMR/ESB-150 *Formerly Identified as:* NO REFERENCE
Demand Restraint (New)
Description: Information relating to the development of mandatory and voluntary demand restraint measures designed to reduce, control and regulate oil supply demand in an energy emergency. *Topics:* Interprovincial Advisory Committee on Energy (IPACE); liaison.

EMR/ESB-155 *Formerly Identified as:* NO REFERENCE
Allocation Planning (New)
Description: Information relating to the development of policies, procedures, and systems ensuring equitable crude oil and petroleum products distribution in an energy emergency. *Topics:* Allocation systems test; fuel switching; logistics; petroleum industry liaison; price control; statistics; petroleum products; crude oil; rationing; diesel fuels rationing; gasoline rationing; liaison.

EMR/EPS-160 *Formerly Identified as:* NO REFERENCE
Energy Policy (New)
Description: Information relating to management of the energy policy activity for the establishment of federal energy policies, strategies and activites with due regard to their economic, social, regional and environmental impact, and to Canada's international energy relations. *Topics:* Committees; corporate development; energy issues; National Energy Program; non-petroleum sources; petroleum resources; energy conservation; energy research and development; *Energy Security Act;* environment; liaison.

EMR/EPS-165 *Formerly Identified as:* EMR-110
Macroeconomic Analysis
Description: Information relating to the macroeconomic analysis of the Canadian economy in relation to energy and the impact of energy policies on economic growth, employment, inflation, the balance of payments and regional development. *Topics:* Business expenditures; consumption; fiscal policy; foreign countries; government expenditures; housing; international trade; labour; monetary policy; prices and costs; regional conditions; savings; energy issues; investments; energy policies; energy price increases; employment and manpower; mineral issues.

EMR/EPS-170 *Formerly Identified as:* EMR-120
Canadianization Program
Description: Information relating to management, development and monitoring of the Canadianization program to increase opportunities for Canadian ownership in the petroleum industry, including policy advice to the Foreign Investment Review Agency on energy-related investment transactions. *Topics:* Committees; component programs; corporate development; acquisitions; co-operative oil and gas ventures; joint ventures; corporate development in the private and public sector; energy issues; non-petroleum sources; petroleum sources; uranium and nuclear; Foreign Investment Review Agency (FIRA); liaison.

EMR/EPS-175 *Formerly Identified as:* EMR-130
Energy Market Analysis
Description: Information relating to market analysis of energy supply, demand and price increase of petroleum and non-petroleum products and the impact of energy policies on the consumer and the economy. *Topics:* Automated systems, energy issues; energy demand and price analysis; forecasts; models; petroleum products; non-petroleum products; pricing; energy supply analysis; supply forecasts; supply models; petroleum products supplies; non-petroleum products supplies.

EMR/EPS-180 *Formerly Identified as:* EMR-150
Energy Statistics
Description: Information relating to interpretation and analysis of statistics and data on all forms of energy commodities in Canada and foreign countries. *Topics:* Exports and imports; publications; coal; coal exports and imports; electricity; petroleum; petroleum exports and imports; petroleum prices; petroleum supply and demand; natural gas; natural gas exports and imports; natural gas prices.

EMR/EPS-185 *Formerly Identified as:* EMR-160
Energy Policy Planning
Description: Information relating to planning and evaluation of federal energy policies, strategies and programs, including initiatives and negotiations with the provinces, territories and native peoples on energy-related issues. *Topics:* Liaison; provincial energy issues; federal issues on coal, electrical energy, energy conservation, petroleum, uranium and nuclear energy; federal-Atlantic issues on coal, electrical energy, energy conservation, petroleum, renewable energy, uranium and nuclear energy; federal-central issues on electrical energy, petroleum, uranium and nuclear energy; federal-northern issues on electrical energy, energy conservation, environment, land claims, petroleum, transportation; federal-western issues on coal, electrical energy, petroleum.

EMR/EPS-190 *Formerly Identified as:* EMR-170
Financial and Fiscal Analysis
Description: Information relating to the analysis and recommendation of energy policies, with particular reference to revenue sharing, fiscal policy, project economics, industry investment and rates of return. Includes provincial fiscal regimes and energy corporations. *Topics:* Committees; consultants; associations; financial and statistical data; costs and expenditures data, revenue data, profits and financial performance data; activity reports; models; fiscal analysis; federal incentives; royalties and taxation; provincial royalties and incentives;

international systems; industry analysis; project analysis; oil sands projects; pipeline projects; liquid natural gas projects; enhanced oil recovery projects; upgraders projects; north and offshore frontier projects.

EMR/EPS-195 *Formerly Identified as:* EMR-180
International Energy Relations
Description: Information relating to bilateral and multilateral energy relations and negotiations, visits to and from other countries, international energy organizations, foreign energy policies and international development assistance initiatives. *Topics:* Domestic committees; domestic energy organizations; Petro-Canada International Assistance Corporation; international conferences; world energy conference; bilateral energy relations; foreign countries; Canadian energy commodities; international energy comparisons; international energy organizations; European Economic Community (EEC), International Atomic Energy Agency (IAEA), International Energy Agency (IEA), Organization for Petroleum Exporting Countries (OPEC), Organization for Economic Co-operation and Development (OECD), United Nations (UN); visits and protocol.

EMR/EPS-200 *Formerly Identified as:* EMR-190
Corporate Development
Description: Information relating to monitoring Crown corporations in the energy area and to short- and medium-term economic and policy analysis and evaluation related to current energy issues. *Topics:* Crown corporations; Atomic Energy Control Board; Atomic Energy of Canada Ltd.; Canertech; Eldorado Nuclear Ltd.; Petro-Canada; energy envelope; industrial benefits from energy projects; alternate energy sources; coal; electricity; electricity exports; electrical generation; energy issues; energy conservation; nuclear issues; nuclear exports; heavy water; nuclear industry; nuclear policy review; petroleum issues; downstream marketing; refining; upgraders; natural gas issues; natural gas exports; uranium issues; uranium exports.

EMR/EPS-205 *Formerly Identified as:* EMR-200
Monitoring — Petroleum Monitoring Agency
Description: Information relating to monitoring the financial performance of the Canadian petroleum industry under the *Energy Monitoring Act* and Regulations. *Topics:* Committees; consultants; accounting practices; *Petroleum Corporations Monitoring Act* and Regulations; Canadian coal industry; Canadian petroleum industry; company data; balance of payments survey; energy research and development survey; quarterly industrial corporations survey; ownership and control; petroleum industry survey; special studies; drilling fund study; operating cost study; taxation study.

EMR/CNP-210 *Formerly Identified as:* NO REFERENCE
Conservation and Non-Petroleum (New)
Description: Information relating to the overall management of the energy conservation and non-petroleum sources activities to ensure the development of adequate and secure sources of non-petroleum energy to meet Canada's energy requirements, and to develop and maintain policies and programs for the efficient use and conservation of energy. *Topics:* Energy issues; international energy; energy research and development; liaison; provincial liaison; non-petroleum sources; panel on energy research and development; panel tasks; Organization for Economic Co-operation and Development (OECD); International Energy Agency (IEA); IEA committee on research and development; Nuclear Energy Agency (NEA); NEA fuel cycle committee.

EMR/CNP-215 *Formerly Identified as:* EMR-10
Electrical Energy (Revised)
Description: Information relating to electrical energy in Canada and the development of policies and measures to improve the efficient use of electricity. Includes information on domestic and export markets, the development of renewable hydraulic sources, provincial utility policies, pricing financing, generation and electrical power systems. *Topics:* Economics and marketing; exports; financial; supply and demand; pricing and rates; electric power utilities; power systems; electrical publications and information; interdepartmental, international and provincial liaison; Canadian Electrical Association; research and development; Canadian Electrical Association research program; Hydro Québec Research Institute; supply, resources and development; hydro; Churchill Falls; Lower Churchill Development Corporation; small scale hydro; tidal generation; nuclear generation; Lepreau Station; thermal generation; coal; oil and gas; Coleson Cove Conversion Project; unconventional generation; transmission and distribution systems; interconnections; electrical utilization.

EMR/CNP-220 *Formerly Identified as:* EMR-20
Uranium and Nuclear
Description: Information relating to uranium and nuclear energy sources and the development of uranium and nuclear policies. Includes information on uranium exploration and development, uranium exports and radioactive waste management. *Topics:* Communication plan; energy issues; heavy water production; industry and Crown corporations; international uranium and nuclear matters; European Atomic Energy Communities (EURATOM); International Atomic Energy Agency (IAEA); IAEA food and agriculture; IAEA information and technical services; IAEA laboratories; IAEA life science; IAEA nuclear power; IAEA nuclear safety and environmental protection; IAEA physical science; IAEA safeguards and non-proliferation, nuclear energy; nuclear exports; nuclear generation; nuclear costs; nuclear waste management; irradiated fuel waste; low level radioactive waste; uranium tailing waste; research and development; uranium energy; uranium enrichment; uranium exploration; uranium exports; international uranium marketing arrangement; Uranium Institute; uranium foreign ownership; uranium mining; uranium prices and rates; uranium processing and refining; uranium sources; uranium supply and demand; Uranium Canada Ltd.

EMR/CNP-225 *Formerly Identified as:* EMR-30
Technology Transfer and Demonstration
Description: Information relating to the development of policies and programs for demonstrating and transferring the results of tested energy conservation material and equipment for more energy efficient buildings and housing units. *Topics:* Building codes and standards; energy conservation in the commercial sector; energy matters; energy conservation issues; international energy conservation; energy conservation materials and equipment; energy research and development; industrial sector; international, interdepartmental and provincial liaison; Canadian Electrical Association; renewable energy; residential sector; Arctic and northern housing; new housing; socioeconomic impact; transportation sector; urban sector.

EMR/CNP-230 *Formerly Identified as:* NO REFERENCE
Coal and Alternate Energy (New)
Description: Information relating to the overall management and operations of the Coal and Alternate Energy activities for the development of coal, renewable energy and transportation energy policies and programs. *Topics:* Enerdemo Canada Program; energy issues; energy conservation; energy research; liaison.

EMR/CNP-235 *Formerly Identified as:* EMR-40
Coal
Description: Information relating to the development of Canada's coal resources and the introduction and commercialization of new technologies for the efficient and environmentally sound use of coal. *Topics:* Economics and marketing; international marketing; environmental concerns; interdepartmental and provincial liaison; mining methods and issues; coal conversion technologies; Scotia Coals Synfuel Project; coal research and development; coal resources; coal companies; coal resources on federal owned land; ownership and

control; coal transportation; railway systems; slurry pipelines; coal treatment; coal utilization; coal mixtures; peat resources.

EMR/CNP-240 *Formerly Identified as:* EMR-50
Transportation Energy
Description: Information relating to the development of policies and the administration of programs to encourage energy conservation and the use of new and alternate fuels in the transportation sector. *Topics:* Transportation fuels; gaseous fuels; propane; Propane Vehicle Grant Program; Federal Propane Vehicle Grant Program; compressed natural gas (CNG); CNG research and technology; CNG Vehicle Grant Program; CNG Fueling Station Program; CNG associations; liquified natural gas; hydrogen; liquid hydro carbon; liquid synthetic; alcohol; International Symposium on Alcohol Fuels; ethanol; methanol; associations; fuels industry; Transportation Fuels Council; vehicle industry; research and development; transportation systems; Outreach programs; ridesharing; federal vanpool program; vehicles; air vehicles; marine vehicles; off-road vehicles; rail vehicles; road vehicles; automobiles; automotive exhaust emissions standards; buses; electric hybrid vehicles; engine systems; motor vehicle fuel consumption standards; government motor vehicle industry committee; trucks.

EMR/CNP-245 *Formerly Identified as:* EMR-60
Renewable Energy
Description: Information relating to the development, implementation and administration of programs and policies for renewable forms of energy such as biomass, solar and wind. *Topics:* Alternative energy sources; biomass; biomass equipment; gaseous fuels from biomass; liquid fuels from biomass; solid fuels from biomass; peat; conventional energy; energy conservation techniques and technologies; geothermal energy; research and development; small scale hydro; solar energy; active, passive solar; photovoltaics; wind energy; interdepartmental, international and provincial liaison; renewable energy programs; Accelerated Demonstration of Solar Domestic Water Heating Program; Commercial/Industrial Solar Demonstration Programs; Conservation and Renewable Energy Demonstration Agreements and Programs (CREDA/CREDP); DREE Modernization Program; Energy from the Forest Biomass Conversion (ENFOR); Forest Industry Renewable Energy (FIRE); Purchase and Use of Solar Heating (PUSH); Renewable Energy Conversion Assistance Program (RENCAP); Remote Community Demonstration Program (RCDP); Special Projects Demonstration Program; Enerdemo Program.

EMR/CRB-250 *Formerly Identified as:* NO REFERENCE
Energy Conservation and Oil Substitution (New)
Description: Information relating to management and operations of the Energy Conservation and Oil Substitution activity to ensure the development and maintenance of policies and programs relating to energy conservation and oil substitution in the residential, industrial and federal sectors of the economy. *Topics:* Energy issues; international energy; energy conservation; international energy conservation; energy research and development; panel on energy research and development; international energy research and development; provincial energy research and development; energy taxation; liaison; Organization for Economic Co-operation and Development; International Energy Agency; renewable energy matters; transportation matters.

EMR/CRB-255 *Formerly Identified as:* EMR-70
Policy and Co-ordination
Description: Information relating to the analysis, planning and implementation of energy conservation policies in the commercial industrial, institutional and residential sectors. *Topics:* Policy development; economic analysis; consumer behavior; energy services; regional analysis; energy matters; energy conservation; materials and equipment; energy conservation in the commercial, industrial, residential and transportation sectors; energy research and development; institutional analysis; Canertech; program review and evaluation; interdepartmental, international and provincial liaison; renewable energy; sales tax exemptions; special studies; technology and standards; appliances standards; Canadian Electrical Association; Canadian General Standards Board; Canadian Standards Association; urban systems analysis; waste recovery and district heating.

EMR/CRB-260 *Formerly Identified as:* NO REFERENCE
Regional Operations (New)
Description: Information relating to regional operations activities and the responsibilities of the 12 Conservation and Renewable Energy Offices located in each province and territory to assist in program delivery and inform the public on energy options and programs. *Topics:* Energy project management; Federal Economic and Development Co-ordination (FEDC); service to the public; energy matters; energy conservation; Arctic and northern energy conservation; codes and standards; energy conservation in the commercial, industrial, residential, transportation and urban sectors; energy research and development; associations and organizations; interdepartmental, international and provincial liaison; renewable energy; biomass; solar.

EMR/CRB-265 *Formerly Identified as:* EMR-80
Home Energy
Description: Information relating to the development of policies and programs to encourage energy conservation and oil substitution in the residential sector. *Topics:* Energy matters; energy conservation; building codes and standards; consumer behavior; industrial sector; materials and equipment; residential sector; energy pricing and taxation; energy research and development; interdepartmental, internatioanl and provincial liaison; renewable energy; Heatline; technical resources.

EMR/CRB-270 *Formerly Identified as:* EMR-90
Federal Energy Management
Description: Information relating to internal energy conservation programs developed to provide the efficient use, conservation and reduction in consumption of energy by federal government departments, agencies and Crown corporations. *Topics:* Energy matters; provincial energy; energy conservation codes and standards; energy conservation materials and equipment; energy conservation in the industrial, commercial and transportation sectors; energy pricing and taxation; energy research and development; liaison; interdepartmental, international and provincial liaison.

EMR/CRB-275 *Formerly Identified as:* EMR-100
Industrial Energy
Description: Information relating to the development of policies and programs that provide assistance to the industrial, commercial, institutional and agricultural sectors in the efficient use of energy conservation. *Topics:* Commercial sector; commercial task forces; agricultural task force; distributive trade task force; hospitals task force; hotels and motels task force; offices task force; universities and colleges task force; database and analysis; industry task forces council; industries; chemical industry; electrical and electronic manufacturing industry; farm and industrial equipment industry; ferrous metals industry; food and beverage industry; general manufacturing industry; industrial minerals industry; machinery and equipment industry; mining and metallurgy industry; non-prescription medicines industry; petroleum industry; plastic industry; pulp and paper industry; textile industry; transportation industry; wood products industry; publications and information; provincial, international and interdepartmental liaison; associations; Canadian Electrical Association; techniques, equipment and technologies; waste management.

EMR/CRB-280 *Formerly Identified as:* NO REFERENCE
Federal Government Programs (New)
Description: Information relating to delivery of federal government programs on energy conservation and oil substitution in residential and industrial sectors, federal energy management and technology transfer and demonstration. *Topics:* National Energy Program (NEP); Energy Conservation and Oil Substitution Branch Program; Atlantic Energy Conservation Investment Program (AECIP); Building Energy Technology Transfer Program (BETT); BETT lead agencies; BETT liaison with associations, private sector companies, universities and research institutes; Biomass Energy Loan Guarantees Program; Canada Home Energy Program (CHEP); Canada Oil Substitution Program (COSP); COSP application processing; COSP CMHC delivery; COSP utility companies delivery; COS CREO delivery; COSP eligibility criteria; COSP fraud; Gas Electric Conversion Assistance Program (GELCAP); Renewables Conversion and Enhanced Conservation Assistance Programs (RENCAP/ ECAP); Canadian Home Insulation Program (CHIP); CHIP inspections and quality assurance; CHIP program delivery; CHIP eligibility criteria; CHIP research and technology transfer; CHIP industrial liaison; CHIP investigations; CHIP program review and evaluation; Compressed Natural Gas Program; CNG Fueling Stations Program; Conservation and Renewable Energy Development and Demonstration (CREDA/CREDP); Consumer Education Programs (CEP); CEP audits; CEP marketing; Federal Energy Management Program (FEMP); Internal Energy Conservation Program (IECP); Surveys Workshops Information and Monitoring (SWIM); FEMP off-oil conversion; FEMP retrofit; Forest Industry Renewable Energy (FIRE); Industrial Conversion Assistance Program (ICAP); Industrial Energy Management Program (IEMP); Industry Energy Research and Development Program (IERD); Municipal Energy Management Program (MEMP); National Energy Audit Program (NEAP); Energy Bus; Nova Scotia Energy Conservation Subsidiary Agreement; Propane Vehicle Grant Program; Remote Community Demonstration Program; Small Projects Fund; Solar Domestic Hot Water Heating Program (SDHW); Commercial/Industrial Solar Demonstration Program; Special Projects Demonstration Program; Super Energy Efficient Housing Demonstration (SEE); SEE-R2000 builder selection and approval; Consulting Advice Assistance Program (CAAP); Tax Incentives Program (TIP).

EMR/PTS-285 *Formerly Identified as:* NO REFERENCE
Petroleum (New)
Description: Information relating to management of petroleum activity to ensure the development of adequate and secure sources of petroleum to meet Canada's energy requirements. The program includes the assessment of Canada's petroleum sources and reserves, and the development of oil and gas policies. *Topics:* Committees; legislation and regulations; energy issues; Energy Emergency Planning Group/Energy Supplies Allocation Board; international and provincial liaison.

EMR/PTS-290 *Formerly Identified as:* EMR-215
Petroleum Utilization
Description: Information relating to the transportation, refining and marketing of petroleum in Canada to ensure efficient utilization of domestic and imported petroleum resources. *Topics:* Committees; electronic data systems; operations; international liaison; exports; imports; import compensation; downstream operations; petroleum products marketing; demand trends; petroleum products marketers; independent marketers; petroleum products consumption taxes and charges; marketing studies; petroleum products monitoring; monitoring of petroleum prices; petroleum products posted prices; petroleum sales realizations; aviation fuel sales realizations; processing of petroleum; petrochemical industry; international petrochemical industry; refineries; processing supply; processing technology; upgrading; transportation.

EMR/PTS-295 *Formerly Identified as:* EMR-225
Petroleum Resources
Description: Information relating to the analysis and policy development of all aspects of the upstream side of the oil industry from land tenure, geology, geophysics, exploration and development drilling to reserves and production of oil and gas. Includes resource assessment, enhanced oil recovery and supply-costing of future oil and gas development. *Topics:* Committees; economic analysis; petroleum resources operations; associations; electronic data processing; environmental impact; oil and gas industry; provincial and international liaison; engineering; engineering costs and expenditures; ownership; resource supply pricing; research and development; reserves; fossils fuels; hydrocarbon liquids reserves; hydrocarbon assessments; oil reserves; frontier oil reserves; enhanced recovery; oil shut-in; oil sands reserves; upgrading; heavy oil provincial agreement; gas reserves; deep basin and tight gas reserves; frontier gas reserves; gas shut-in; fiscal regime; transportation; upstream activities; reserves development; oil and gas exploration and production.

EMR/PTS-300 *Formerly Identified as:* EMR-235
Oil Supply
Description: Information relating to the analysis of Canada's oil requirements and the availability of domestic and international oil supplies to ensure that current and future oil needs are met. *Topics:* Electronic data systems; emergency oil inventory; domestic oil supply; export; export pricing, taxes and charges; imports; domestic oil industry; domestic oil pricing; supply and demand; heavy crude oil supply and demand; charges; transportation; international oil supply; Organization of Petroleum Exporting Countries (OPEC); Organization of Arab Petroleum Exporting Countries (OAPEC); private international oil industry; government owned international oil industry; Organization for Economic Co-operation Development (OECD); International Energy Agency (IEA); world oil market.

EMR/PTS-305 *Formerly Identified as:* EMR-245
Natural Gas
Description: Information relating to various natural gas issues affecting the marketing, pricing and transmission of natural gas in interprovincial and international trade, including the designing and administering of federal expenditure programs aimed at expanding markets within Canada. *Topics:* Consultants; natural gas operations; associations; Canada Lands; gas exports; gas export pricing; fiscal regime; natural gas industry; natural gas information program; international natural gas; major projects; pipeline projects; natural gas marketing; natural gas pricing; supply and demand; provincial activities; natural gas liquids; propane; butane; ethane; methanol; compressed natural gas; natural gas liquid industry; Market Development Incentive Payment (MDIP); Distribution System Expansion Program (DSEP); DSEP propane; Transmission System Expansion Program (TSEP); Transporation Assistance Program (TAP); Gas Marketing Assistance Program; Natural Gas Laterals Program.

EMR/PTS-310 *Formerly Identified as:* EMR-255
Oil Pricing and Compensation
Description: Information relating to the development, analysis and administration of petroleum compensation and pricing programs. *Topics:* Electronic data systems; committees; liaison; legislation; branch operations; associations; petroleum compensation accounting; transhipment cases; Interprovincial Pipe Line Deficiency Agreement; Petroleum Compensation Advisory Committee; pipeline companies; Restrictive Trade Practices Commission; supply and demand; domestic transfer compensation and inspection program; exchange compensation program; Oil Import Compensation Program (OICP); OICP audits; OICP enquiries; OICP inspection program; OICP rate determination; OICP asphalt; OICP carbon black feedstock; OICP exports; OICP heavy fuel oil; OICP Mexican crude oil imports; OICP petroleum product imports; OICP oil exports from St-Regis Indian Reserve; special compensation; synthetic compensation program

(Syncrude and Suncor); petroleum levies; petroleum levies submissions; petroleum levies penalties; petroleum levies audit; Canadian ownership special charge; petroleum compensation charge; transportation fuel compensation recovery charge; oil pricing; blended price system; crude oil pricing; industry cost data; pricing negotiations and agreement; New Oil Reference Price (NORP); NORP calculation; NORP pentanes plus; NORP synthetic oil; NORP supplement; NORP tertiary recovery; Reference Oil Pricing; Special Old Oil Price (SOOP).

EMR/UCL-315 *Formerly Identified as:* EMR-360
Corporate Records
Description: Information relating to activities of Uranium Canada Limited in the international and domestic uranium markets, including administration of contracts, sales, loans and delivery from the uranium stockpiles. *Topics:* Annual reports, bylaws, resolutions and meetings of directors; negotiations and contracts, deliveries to and from the uranium stockpiles, sales proposals and agreements; international markets and trade in uranium; and Canadian and International Uranium Producers' meetings.

EMR/PHB-320 *Formerly Identified as:* NO REFERENCE
Earth Physics (New)
Description: Information relating to the overall management of the Earth Physics activity to ensure the availability of geophysical knowledge on the solid earth, and more specifically on the Canadian landmass and offshore areas. *Topics:* Associations and organizations; societies; committees; liaison; departmental, international, provincial, universities liaison; earth physics publishing; earth physics research and development; research agreements; earth physics unsolicited proposals; program for industry laboratory projects (PILP) earth physics interdisciplinary projects; nuclear fuel waste management program; Lomonosov Ridge Experiment (LOREX); Canadian Expedition to Study the Alpha Ridge (CESAR); Frontier Geoscience Program.

EMR/PHB-325 *Formerly Identified as:* EMR-370
Geodynamics
Description: Information relating to the monitoring of polar motion, earth rotation and crustal stability of the Canadian landmass and research on the dynamics of the earth. Aspects include investigations of crustal strain and tilt related to tectonic movements, groundwater levels and earthquake predictions. *Topics:* Global geodynamics; global dynamic observatories; satellite and astronomical observatories; global positioning system; long baseline interferometry system; photo zenith tube system; global dynamics systems development and instrumentation; global dynamics analysis and interpretation techniques; crustal dynamics; crustal dynamics of the Charlevoix region; long baseline techniques; crustal dynamics of Vancouver Island; NASA crustal dynamics project; geodynamics systems development and instrumentation; absolute gravity service; airborne gravity.

EMR/PHB-330 *Formerly Identified as:* EMR-380
Geomagnetism
Description: Information relating to monitoring of the geomagnetic field over the Canadian landmass and offshore areas, and research on the magnetic structure of the earth and the nature of the geomagnetic field. *Topics:* Canadian magnetic observatory network; magnetic observatories; geomagnetic systems development and instrumentation; geomagnetic data management; magnetic charts; geomagnetic earth structure studies; paleomagnetism.

EMR/PHB-335 *Formerly Identified as:* EMR-381
Geothermics
Description: Information relating to research into the thermal regime of the Canadian landmass, both onshore and offshore, the potential for geothermal energy in Canada, and the significance of permafrost and gas hydrates to northern development. *Topics:* Geothermal laboratory measurement and field support; geothermal studies; heat flow processes; regional heat flow studies; geothermal energy; geothermal energy co-ordination; Atlantic region geothermal energy; geothermal energy in sedimentary basins; cordillera geothermal energy; permafrost; offshore permafrost; regional permafrost; moisture migration phenomena; gas hydrates.

EMR/PHB-340 *Formerly Identified as:* EMR-382
Gravity
Description: Information relating to gravity surveys of the Canadian landmass and offshore areas, provision of national gravity standards and gravity data, compilation of regional and national gravity maps and research into the gravity field and structure of the earth. Aspects include coordination, planning and contracts. *Topics:* Gravity mapping; gravity map compilation; gravity maps and charts; gravity mapping systems development and instrumentation; standards and data systems; Canadian gravity standardization network; mathematical method and systems; gravity mathematical modelling; gravity earth structure studies; gravity crustal studies; Arctic gravity studies; meteorite impact processes; gravity intrusion studies; planetary evolution studies.

EMR/PHB-345 *Formerly Identified as:* EMR-383
Seismology
Description: Information relating to monitoring of seismic ground motion (earthquakes) and structure and dynamics of the Canadian landmass and offshore areas. *Topics:* Canadian seismograph network; seismograph network standard stations; seismograph network regional stations; eastern Canadian telemetered network; western Canadian telemetered network; strong-motion seismograph network; seismograph network special and temporary stations; Yellowknife geophysical observatory; seismological systems development and instrumentation; seismological data management; earthquake studies and seismic hazards; seismological earth structure studies; geoscience of nuclear explosions; ARMS control project; peaceful nuclear explosions.

EMR/GSC-350 *Formerly Identified as:* NO REFERENCE
Geological Surveys (New)
Description: Information relating to management of the Geological Survey activity to ensure availability of comprehensive knowledge, technology and expertise pertaining to the geology of the Canadian landmass and offshore areas for identification, exploration and exploitation of Canadian mineral and energy resources. Aspects include studies and research on the earth's surficial deposits, crust and upper mantle. *Topics:* Committees, conferences; liaison with associations, organizations, institutes, societies, companies, foreign countries, provinces, colleges and universities; research and development; Industrial Research Agreements Program; Program of Industries Laboratories projects; Panel on Energy Research and Development; Geological Survey unsolicited proposals; federal/provincial agreements; Mineral Development Agreements; boundary disputes; frontier geoscience program; ocean mining and research program; oil and gas resources and exploration.

EMR/GSC-355 *Formerly Identified as:* EMR-401
Central Laboratories and Technical Services
Description: Information relating to the compositional analysis of rocks, minerals, ores and other geological materials used in connection with branch scientific projects. Also includes the provision of mineralogical information to the public. *Topics:* Liaison; research and development; analytical chemistry; standards; mineralogy; national collections; rock and mineral information services; technical services.

EMR/GSC-360 *Formerly Identified as:* EMR-402
Economic Geology
Description: Information relating to the integration of regional geology and mineral deposit data and metallogenic concepts to determine the probable distribution and potential abundance of

Canada's non-hydrocarbon mineral resources. Also includes appraisals of individual commodities. *Topics:* Liaison; research and development; geomathematics; mineral data bank; deposit geology; mineral deposits; uranium resource evaluation; Co-operative Mineral Agreement Program.

EMR/GSC-365 *Formerly Identified as:* EMR-403
Geological Information
Description: Information relating to management and operations of the Geological Information division activities to ensure the results of the branch's scientific programs are made available to industry, other government agencies and the general public. *Topics:* Communication plans; cartography; library services; library exchange agreements; Geoscan; Geoscan federal/provincial agencies; publication production; publication services; technical photography.

EMR/GSC-370 *Formerly Identified as:* EMR-404
Precambrian Geology
Description: Information relating to management and operations of the Precambrian Geology activities ensuring the availability of comprehensive knowledge, technology and expertise on the bedrock geology and mineral resources of the Canadian Precambrian Shield, and plutonic and igneous rocks in Atlantic Canada. *Topics:* Equipment development; standards; statistics; geochronology; paleomagnetism; petrology.

EMR/GSC-375 *Formerly Identified as:* EMR-405
Resource Geophysics and Geochemistry
Description: Information relating to management and operations of the Resource Geophysics and Geochemistry division in the development and demonstration of improved technologies and the applications of these technologies in surveys of the Canadian landmass. *Topics:* Geoscience aid projects; regional geophysics; aeromagnetic surveys; resource geochemistry; resource geophysics.

EMR/GSC-380 *Formerly Identified as:* EMR-406
Terrain Science
Description: Information relating to management and operations of Terrain Sciences activities to ensure the availability of comprehensive knowledge and expertise on surficial materials, natural terrain hazards, and the capabilities of the terrain to support human activities. *Topics:* Environmental studies; publishing and editing; geomorphic process and engineering geology; transportation and hydrocarbon development; nuclear fuel waste management program; EMR/AECL Co-ordinating Program; paleoecology and geochronology; paleoecology laboratory; sedimentology and mineral tracing; regional projects.

EMR/GSC-385 *Formerly Identified as:* EMR-407
Atlantic Geoscience
Description: Information relating to management and operations of Atlantic Geoscience activities to ensure a comprehensive knowledge, technology and expertise on the geology of the Atlantic and Arctic offshore regions of Canada and the sedimentary basins of the Appalachian region. *Topics:* Automated systems; equipment; eastern petroleum geology; environmental marine geology; library services.

EMR/GSC-390 *Formerly Identified as:* EMR-408
Cordilleran Geology
Description: Information relating to management and operations of the Cordilleran Geology activities to increase the knowledge of the composition, age, distribution and origin of regionally mappable rock units to better assess the mineral and hydrocarbon potential in the Canadian Cordillera and adjacent offshore regions. *Topics:* Automated systems; liaison; cartography; marine geology; micropaleontology; research studies; library services.

EMR/GSC-395 *Formerly Identified as:* EMR-409
Sedimentary and Petroleum Geology
Description: Information relating to activities, management and operations associated with Sedimentary and Petroleum Geology activity; specifically, geological knowledge base for Canada generally and Arctic sedimentary basins in particular. *Topics:* Scientific committees; conferences; liaison with associations, companies, federal government departments, foreign countries, provinces, universities and colleges; research and development; research grants; boundary disputes; Frontier Energy Geoscience Program; unsolicited proposals; Nuclear Fuel Waste Management Program; publications; coal geology; paleontology; petroleum geology; geochemistry; petroleum resources appraisal secretariat; regional geology; Arctic Islands; mainland; sedimentary and petroleum geology research projects.

EMR/SMB-400 *Formerly Identified as:* NO REFERENCE
Surveys and Mapping (New)
Description: Information relating to management of the Surveys and Mapping activity to ensure geodetic, topographic and selected geographic information required for effective resource management, land use and demarcation, engineering works, urban development, transportation, defence and public safety. The program includes a national network of horizontal and vertical positional reference monuments; topographical and geographical information on the Canadian landmass; preparation, publication and distribution of maps, charts, publications, aerial photographs, gazetteers, and the National Atlas of Canada; boundary and property surveys on federal land and international boundaries. *Topics:* Surveys and mapping associations; organizations; committees and conferences; liaison; projects; research and development.

EMR/SMB-405 *Formerly Identified as:* EMR-445
Canada Lands Surveying
Description: Information relating to management and regulation of all surveys carried out in Canada Lands, as stipulated in the *Canada Lands Surveys Act*. Canada Lands include all land in the Yukon and Northwest Territories that is not privately owned, Indian Reserves, national parks and the lands offshore. *Topics:* Board of examiners for Canada Lands surveyors; survey contracts; co-ordinated survey areas; boundary surveys; electoral districts legal surveys; federal government surveys; Indian reserves; legal survey monument co-ordinate file; national and historical parks and sites; offshore surveys; survey information procedures; survey records; territories surveys; territorial resources base mapping; mining surveys; rights of way; settlement site surveys.

EMR/SMB-410 *Formerly Identified as:* EMR-455
Geodesy
Description: Information relating to the creation and maintenance of a national geodetic survey network, which is fundamental to all forms of surveying. Aspects of geodetic information include measurements of latitude, longitude, elevation, geometry of the earth's surface and its physical anomalities. *Topics:* Geodesy committees; global positioning system; liaison; projects; geodetic information; data analysis and adjustment; data services; secondary integration; field surveys; inertical survey system (ISS); primary horizontal control; primary vertical control; satellite doppler; secondary control; research and development.

EMR/SMB-415 *Formerly Identified as:* EMR-465
Geographical Mapping
Description: Information relating to the earth's surface, form, physical features, national and political divisions, climate, productions and population. *Topics:* Committees; liaison; aeronautical charting; flight information amendments, instrument flight rules, visual flight rules; Canadian permanent committee on geographical names: national toponymic database (NTDB), principles, proposals, war casualty names; geographical maps and information; general cartographic services; international map of the world; geographical

research; economic geography; historical geography; human geography; physical geography.

EMR/SMB-420 *Formerly Identified as:* EMR-475
Map Publishing
Description: Information relating to the publication of maps, aeronautical charts, air photographs and related publications, and the maintenance of an adequate supply of these materials for sale to governments, industry and the public through a national network of dealers in the private sector. *Topics:* Associations; committees; liaison; aerial photographic services; National Air Photo Library; map distribution; map reproduction; map marketing.

EMR/SMB-425 *Formerly Identified as:* EMR-485
International Boundary
Description: Information relating to maintenance and regulation of the land and water boundary between Canada and the United States. Aspects include positioning of boundary line points, settlement of disputes and jurisdictional questions, regulation of construction and removal of boundary obstructions. *Topics:* Canadian boundary; boundary regulation; field operations; liaison; geographical co-ordinates; reports; United States boundary.

EMR/SMB-430 *Formerly Identified as:* EMR-495
Topographical Mapping
Description: Information relating to mapping of the Canadian landmass in detail, showing relief elevation, lakes, rivers, roads, buildings, airports and canals, including names of features and places. *Topics:* Aerial survey database; associations; committees; contract mapping; digital mapping; nomenclature and toponomy; cartographic monitor system; Gestalt photo mapper; national digital topographic mapping standards; new mapping; remote sensing; research development; revisions mapping; standards and specifications; survey control; air profile recorder; photo identification.

EMR/PSP-435 *Formerly Identified as:* NO REFERENCE
Polar Continental Shelf Project (New)
Description: Information relating to management and functions of the Polar Continental Shelf Project. Includes the study of scientific problems unique to Arctic Canada, provision of co-ordinated logistic support to public and private sector groups, provision of information on scientific operations to the scientific community and local inhabitants. *Topics:* Appreciation for support and services; associations and organizations; scientific committees; communications; photography; conferences; expeditions; information services; liaison; research agreements; unsolicited proposals.

EMR/PSP-440 *Formerly Identified as:* EMR-595
Arctic Science
Description: Information relating to scientific investigations of Canada's Polar Continental Shelf, Arctic Ocean and mainland region in maintaining effective policies, and co-ordination of scientific activities relating to Arctic paleoclimate and climate forecasting. *Topics:* Climatology; glacier physics.

EMR/PSP-445 *Formerly Identified as:* EMR-605
Logistical Support
Description: Information relating to provision and co-ordination of annual logistical support by the Polar Continental Shelf Project for field parties from federal departments, foreign governments and their agencies, Canadian and foreign universities and groups from the private sector. Includes such aspects as safety, living and working conditions, transportation, equipment and communications. *Topics:* Base camp operations; land use permits; field activities; fuel issues; procurement; aircraft procurement; materiel procurement; scientific services; vehicles; radio and navigation systems frequencies.

EMR/CAB-450 *Formerly Identified as:* EMR-715
Canada Centre for Mineral and Energy Technology
Description: Information relating to the co-ordination, promotion and administration of research and development activities in the explosives, energy and minerals field. *Topics:* Associations and organizations; committees; conferences; environmental issues; industrial and economic analysis; inventions, patents, copyrights; Panel on Energy Research and Development (PERD); program management; contracts administration; project selection; project monitoring and review; liaison; international liaison; research and development programs; technical information; electronic data systems; energy issues; international energy; metallurgy; mineral processing; mining; publications; technical services; technology evaluation; technology transfer.

EMR/CAB-455 *Formerly Identified as:* EMR-725
Canada Explosives Act Administration
Description: Information relating to administration of the *Canada Explosives Act* by testing and confirming the new explosives submitted for authorization, providing technical advice and investigating accidents. *Topics:* Liaison; testing and research; international liaison; certification and technical advice; research and development of new technical standards.

EMR/CAB-460 *Formerly Identified as:* EMR-735
Energy Technology
Description: Information relating to energy research and development to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of energy resources, such as oil, gas, coal and uranium. *Topics:* Coal: carbonization; coal-liquid mixtures; combustion technologies for pollution abatement; conventional combustion; co-processing; co-processing pilot plant; fine coal beneficiation; fluidized-bed combustion; gasification; liquefaction processes; materials for utilization and conversion; mine atmospheres; mining; novel liquefaction and pyrolysis; preparation techniques; international and provincial liaison; reserve assessment; safety certification of equipment; strata mechanics; conservation: industrial processes; industrial mineral processes; plasma technology; road vehicle fuel economy; residential heating systems; nuclear: geomechanics in nuclear waste disposal; uranium extraction; alternate and conventional uranium extraction; uranium mine evaluation; uranium reserve assessment; petroleum supply: treatment of bitumen/oil emulsions and effluent waters; catalytic refining to transportation fuels; characterization of synthetic crudes and distillates; disposable catalysts; extraction of bitumen from oil sands; hydrocracking; in-situ recovery of bitumen and heavy oil; materials for hydrocarbon processing; tar sands; materials for offshore structures; materials for oil and gas pipelines; conversion of natural gas to liquid fuels; separation processes for synthetic fuels; thermal oil shale/catalytic residium conversion; renewable energy technology: biomass; materials for advanced energy conversion; photo-electrochemical cells; liaison; wood-fired residential heating.

EMR/CAB-465 *Formerly Identified as:* EMR-745
Minerals Technology
Description: Information relating to mineral resource policies and the support and monitoring of research and development in the minerals field in order to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of mineral resources. *Topics:* Mineral technology; cost recovery; conservation and resource assessment; environmental technology for mining and processing; pollution control in industrial processes; uranium tailings technology; research and development in health and safety in the mine environment; noise and vibration in mines; materials development technology: advanced materials and instrumentation; failure control of materials; non-metallic minerals; aggregate technology; properties of engineering alloys; metals processing; transportation materials; heat-treated rail; marine materials; naval materials; metal casting; degradable sand and core

binders; improved iron melting practice; low pressure mould casting, mobile foundry laboratory; ultra-clean steels; metal working; welding; mineral processing; by-product recovery of valuable metals; silver recovery in the zinc industry; metal extraction from concentrates or residues; hydrometallurgical lead process; microbiological leaching; mineral beneficiation; iron ore processing; mineral processing plant simulation; mining methods and equipment; rock mechanics; standards and specifications in analytical methods; chemical standards; materials testing; certification of non-destructive personnel; technology transfer.

EMR/RSB-470 *Formerly Identified as:* NO REFERENCE

Canada Centre for Remote Sensing (New)

Description: Information relating to co-ordination and administration of research and development activities to improve remote sensing technology and facilitate the acquisition, dissemination and analysis of remotely sensed data from aircraft and satellites for resource management and environmental monitoring. *Topics:* Associations; committees; Canadian Advisory Committee on Remote Sensing; conferences; program management; provincial and international liaison; National Aeronautics and Space Administration (NASA); research and development programs.

EMR/RSB-475 *Formerly Identified as:* EMR-771

Air Operations

Description: Information relating to utilization, operations, maintenance and calibration of aircraft and of electrical and electronic equipment engaged in remote sensing activities. *Topics:* Airborne data acquisition; aircraft operations and maintenance; aircraft systems support.

EMR/RSB-480 *Formerly Identified as:* EMR-772

Automated Systems and Methods

Description: Information relating to research and development in computer systems and methods for the processing, analyzing and storing of remotely sensed data acquired from satellites and airborne platforms and the provision of technical assistance and advice for hardware procurement and software development. Also includes the provision and operation of facilities for processing satellite and airborne remotely sensed data. *Topics:* Synthetic aperture radar digital processor; digital storage technologies; the Digital Image Correction System; image analysis systems; visible infrared spectroscopy; image processing systems; instrumentation laboratory; National Oceanic and Atmospheric Administration's (NOAA) satellite systems; Digital Image Analysis system; Multi-Observation Satellite Image Correction system; standard computer compatible tape format.

EMR/RSB-485 *Formerly Identified as:* EMR-773

Data Applications

Description: Information relating to research and development in remote sensing information extraction techniques and the development and demonstration of applications of remotely sensed data to resource management and environmental monitoring problems. *Topics:* Applications development and demonstration; agriculture; forestry; geology and cartography; hydrology.

EMR/RSB-490 *Formerly Identified as:* EMR-774

Data Application Services

Description: Information relating to provision of analysis facilities, and information and advisory services to assist users in applying remote sensing technologies. *Topics:* Marketing; image analysis services; library services; publications; transfer of remote sensing technologies to industry; technology enhancement program.

EMR/RSB-495 *Formerly Identified as:* EMR-775

Radarsat

Description: Information relating to Radarsat projects for the development of a radar satellite capable of supplying sea ice information; research and development in spaceborne radar technologies; administration and co-ordination of the Radarsat projects. *Topics:* Economic studies; concept design studies; mission (user) requirements; technology development; spaceborn synthetic aperture radar; scientific liaison.

EMR/RSB-500 *Formerly Identified as:* EMR-776

Satellite Data

Description: Information relating to the Satellite Data sub-activity ensuring the availability of data from satellites. Aspects include satellite operations and products, the acquisition of data, and research and development of new remote sensing techniques. *Topics:* European Space Agency (ESA) ERS-1 satellite program; National Aeronautics and Space Administration's (NASA) Landsat satellites; Landsat products; National Oceanic and Atmospheric Administration's (NOAA) Landsat-D satellites; Landsat-D receiving stations upgrade; receiving stations; NASA seasat and sursat program and projects; Satellite pour l'Observation de la Terre (SPOT).

EMR/RSB-505 *Formerly Identified as:* EMR-777

Sensors Research and Development

Description: Information relating to development and evaluation of new and novel remote sensors for use from airborne and satellite platforms. *Topics:* Airborne sensors; airborne laser sensors; microwave radiometer and scatterometer; visible and infrared sensors.

EMR/XPB-510 *Formerly Identified as:* EMR-810

Explosives

Description: Information relating to administration of the *Canada Explosives Act*, in the interest of public and worker safety throughout Canada through the manufacture, storage, sale, transportation and use of explosives and the co-ordination of testing of explosives by the Canada Centre for Mineral and Energy Technology. *Topics:* Committees; interdepartmental, provincial and international liaison; model rocketry; explosives types and classification.

EMR/XPB-515 *Formerly Identified as:* NO REFERENCE

Authorization and Testing of Explosives (New)

Description: Information relating to the co-ordination of testing and authorization by the Canadian Explosives Research Laboratory of explosives which are imported, sold or used in Canada. *Topics:* *Explosives Act* and Regulations; fireworks; incidents; accidents.

EMR/XPB-520 *Formerly Identified as:* NO REFERENCE

Manufacturing and Production (New)

Description: Information relating to the manufacture and production of all types of explosives. Aspects include safety certificates; information on companies producing or manufacturing explosives. *Topics:* Manufacturing; production; safety certificates; factory sites.

EMR/XPB-525 *Formerly Identified as:* NO REFERENCE

Safety Standards (New)

Description: Information relating to policy development and management of safety standards for explosives. *Topics:* Equipment; magazines; packaging, labelling and marking; transportation.

EMR/XPB-530 *Formerly Identified as:* NO REFERENCE

Licences (New)

Description: Information relating to policy development, enquiries regarding licences and preparation of forms for explosive licenses. *Topics:* Factories; fireworks magazines; magazines; temporary magazines.

EMR/XPB-535 *Formerly Identified as:* NO REFERENCE
Permissions (New)
Description: Information relating to policy development, enquiries and preparation of forms for explosives permissions. Also includes two-components permissions. *Topics:* Ammonium nitrate, fuel oil permissions; re-loading ammunition permissions.

EMR/XPB-540 *Formerly Identified as:* NO REFERENCE
Permits (New)
Description: Information relating to policy development, enquiries and preparation of forms for explosives permits. *Topics:* Annual importation permits; general importation permits; transportation permits.

EMR/RDO-545 *Formerly Identified as:* EMR-800
Energy Research and Development
Description: Information relating to development of research and development policies to ensure that Canada has the necessary research capabilities to support national energy strategies. *Topics:* Coal research and technology; provincial coal policy; international research and development; IEA Committee on Energy Research and Development; provincial activities; the Alberta Canada Energy Resources Research Fund (ACERRF); federal-provincial demonstration agreements; industrial research and development.

EMR/RDO-550 *Formerly Identified as:* EMR-805
Energy Research and Development Tasks and Programs
Description: Information relating to the development and implementation of plans for research and development activity in response to energy research policy and strategy, and to the coordination and administration of the interdepartmental research and development program. It includes the management and allocation of resources for projects that will help achieve and sustain domestic energy self sufficiency. *Topics:* The Inter-departmental Panel on Energy Research and Development; energy research and development tasks and programs; proposals for funding; Office of Energy Research and Development (OERD); generic environment program; the Laval University Green Program; conservation task; Industrial Energy Conservation Research and Development Program; industrial conservation; new process technologies; conservation in the agriculture and food sector; conservation in building; conservation in transportation; energy systems; district heating and cogeneration; industrial energy recovery and reuse; oil and coal task; oil sands and heavy oil; coal supply; coal combustion; oil and coal environmental issues; nuclear energy task; nuclear fission and fusion; fuel resource base; nuclear energy utilization and support; nuclear fusion; renewable energy sources task; hydraulics; solar; bioenergy; wind; geothermal; peat; new liquid fuels task; direct liquefaction; gasification; biological processes; fuels processing; fuel use; hydrogen and energy storage; new liquid fuels and environment; conventional energy systems; geoscientific research and development; marine engineering; offshore geotechnics; enhanced recovery; materials for offshore structures; oil and gas transportation; conventional energy systems and environment; electric research and development.

EMR/MPS-555 *Formerly Identified as:* NO REFERENCE
Mineral Policy (New)
Description: Information relating to mineral development activities; the establishment, promotion and assessment of the impact of mineral policies and strategies; and the provision of advice to senior officials on the implications of international mineral development. *Topics:* Associations; committees; conferences; liaison; operations; Research Agreements Program.

EMR/MPS-560 *Formerly Identified as:* EMR-635
Economic Analysis
Description: Information relating to the assessment of economic and fiscal factors affecting the competitiveness of Canadian minerals and metals industry. *Topics:* Associations; contracts; economic database systems; economic prospects; federal policy analysis; financial and corporate analysis; forecasting; foreign mineral industry; foreign ownership; mining equipment industry; financial and taxation models; analysis of major mining projects; Queen's Centre for Resource Studies research program; regional economic analysis; tax policy analysis.

EMR/MPS-565 *Formerly Identified as:* EMR-645
Human Affairs
Description: Information relating to analysis and development of strategies and programs in order to ensure the availability of human resources and enhance the quality of work life in mining communities. *Topics:* Liaison; trade unions; health and safety; job creation programs; labour markets and issues.

EMR/MPS-570 *Formerly Identified as:* EMR-650
Information Services
Description: Information relating to production, distribution, management and operations of minerals and metals information services. *Topics:* Corporate information; mineral industry statistics; mineral and metal industry census and surveys; the National Mineral Inventory; minerals and metals publications.

EMR/MPS-575 *Formerly Identified as:* EMR-660
International Mineral Relations
Description: Information relating to bilateral and multilateral mineral relations, discussions and negotiations with foreign countries and organizations. *Topics:* Conferences; domestic organizations; international organizations; Law of the sea; mineral trade analysis; Trade and Tariffs Agreements; tariff structures; foreign countries mineral development.

EMR/MPS-580 *Formerly Identified as:* EMR-670
Minerals and Metals Strategy
Description: Information relating to assessment and analysis of domestic and foreign mineral and metal commodities for the development and promotion of policies and programs. *Topics:* Commodity issues and studies; ferrous commodities; industrial commodities; non-ferrous commodities; non-ferrous smelter strategy; processing technology; non-ferrous environmental issues.

EMR/MPS-585 *Formerly Identified as:* EMR-680
Regional Mineral Development
Description: Information relating to regional mineral development strategies and policies in order to contribute to the mineral economic development of Canadian regions. *Topics:* Provincial liaison; Federal Economic Development Co-ordinators (FEDC); federal/provincial economic agreements and programs; General Development Agreements (GDA); Mineral Development Agreements (MDA); infrastructure in support of mineral developments; northern development; native land claims; regional analysis.

EMR/MPS-590 *Formerly Identified as:* EMR-690
Resource Supply Analysis
Description: Information relating to analysis of the mineral resource supply in order to ensure adequate supplies of minerals and metals for Canada. *Topics:* Canadian resource supply; mineral and metal exploration activity; mine monitoring, ore reserves; foreign supply; Canadian import dependence; the International Strategic Minerals Inventory; ocean minerals.

Deleted classes of Records

The information in the following has been transferred to other classes of records, as noted.

EMR-320 Operations (See EMR/PNA-110 **Petroleum Incentives Administration**)
EMR-330 Policy, Rulings and Evaluations (See EMR/PNA-115 **Canadian Ownership and Control Determination;**

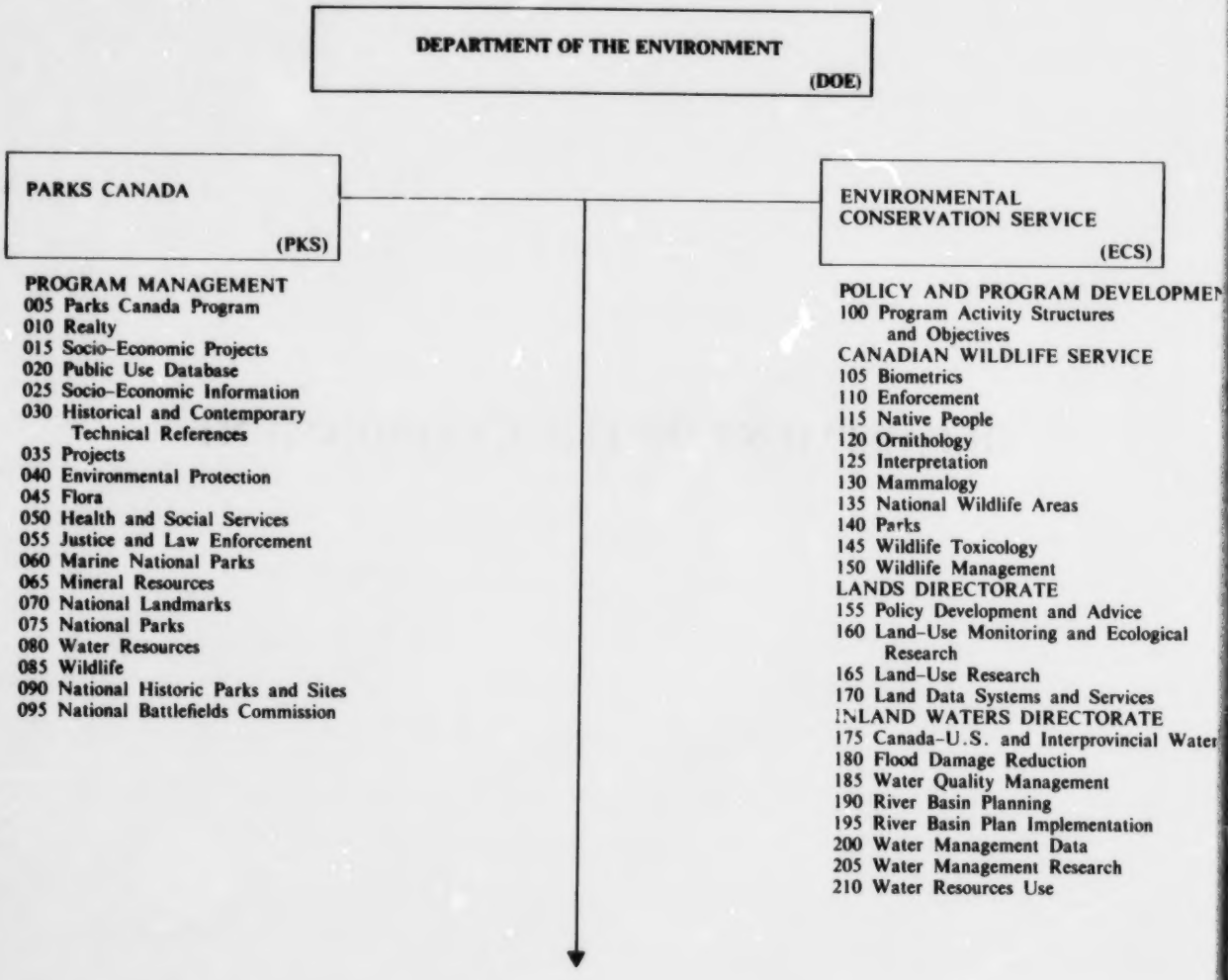
EMR/PNA-120 Canadian Ownership and Control Determination Policy; EMR/PNA-125 Petroleum Incentives Program; EMR/PNA-130 Petroleum Incentives Program Policy)

EMR-347 Regulation of Drilling Projects (See EMR/CGA-100 Offshore Program; EMR/CGA-105 Northern Operations)

DEPARTMENT OF THE ENVIRONMENT

Chapter 40

DEPARTMENT OF THE ENVIRONMENT



DEPARTMENT OF THE ENVIRONMENT

ENVIRONMENTAL PROTECTION SERVICE (EPS)

ENVIRONMENTAL PROTECTION PROGRAM
215 Mobile Sources
220 Chemical Process Sources
225 Mining, Mineral and Metallurgical Industries
230 Fuels
235 Combustion Sources
240 Data Analysis
245 Program Co-ordinator
250 Surveillance
255 Technology Development
260 Abatement and Compliance
265 Technology Development
270 Water Pollution Programs
275 Contaminants Control
280 Waste Management
285 Environmental Emergency
ENVIRONMENTAL STRATEGIES
290 Planning, Assessment and Policy
295 Federal Activities Assessment
PRIORITY ISSUES
300 Toxic Chemical Management

ACCESS TO INFORMATION
CO-ORDINATOR
ENVIRONMENT CANADA
28th FLOOR
LES TERRASSES DE LA
CHAUDIÈRE
HULL, QUEBEC
K1A 0H3

ATMOSPHERIC ENVIRONMENT SERVICE (AES)

ATMOSPHERIC RESEARCH
310 Research Management and Policy
AIR QUALITY AND INTER-ENVIRONMENTAL RESEARCH
315 Air Quality Research Projects
ATMOSPHERIC PROCESSES RESEARCH
320 Atmospheric Research
METEOROLOGICAL SERVICES RESEARCH
325 Atmosphere — High Atmospheric Vehicles
330 Communications - Facsimile
335 Contracts
340 Ice Observing Programs - Reconnaissance
345 Instruments
350 Meteorology Aviation
355 Marines Meteorology
360 Meso-meteorology
365 Meteorology Training
370 Projects - AES HQ
375 Radar
380 Satellites
385 Weather Service
390 Weather Service - Air Transportation
395 Wind Tunnel (AES)
400 Projects Research AES Headquarters
405 Contracts
410 Ice
415 Oil and Gas Exploration and Development
420 Project-HQ
FIELD METEOROLOGICAL BRANCH
425 Telcommunications
430 Forecast Procedures
435 Weather Services
440 Data Acquisition
445 Forecast
450 Observations
CANADIAN CLIMATE CENTRE
455 Climatology
460 Hydrometeorology
CENTRAL SERVICES DIRECTORATE
465 Ice Information, Consultation and Advice
470 Communications — Computing Services
475 Meteorology Training
480 Data Acquisition Networks
485 Instruments and Instrument Systems

DEPARTMENT OF THE ENVIRONMENT

Background

The Department of the Environment officially came into being June 11, 1971, following proclamation of the *Government Organization Act*, 1970. It was created to bring together elements within the federal government already involved in work related to the Canadian environment and our renewable resources. The Department is also known by the short form, "Environment Canada."

On April 2, 1979 the proclamation of the *Government Organization Act* (1979) reorganized Environment Canada into two departments which included Parks Canada and Fisheries and Oceans Canada.

Laws and Regulations

- Ambient Air Quality Objectives, Nos. 1 and 2
- Canada Water Act
- Canada Wildlife Act
- Chlor-Alkali Mercury Liquid Effluent Regulations
- Clean Air Act
- Department of Transport Act
- Environmental Contaminants Act
- Fisheries Act
- Forestry Development and Research Act and Regulations
- Game Export Act
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- International River Improvements Act
- International River Improvements Regulations
- Leaded Gas Regulations
- Lead-Free Gasoline Regulations
- Meat and Poultry Products Plant Liquid Effluent Regulations
- Metal, Mining Liquid Effluent Regulations
- Metallurgical Industries Arsenic Information Regulations
- Metallurgical Industries Mercury Information Regulations
- Migratory Birds Sanctuary Regulations
- Migratory Birds Convention Act
- Migratory Birds Regulations
- National Battlefield Act of Québec
- National Parks Regulations
- Ocean Dumping Control Act and Regulations
- Parks Canada Policy
- Petroleum Refinery Liquid Effluent Regulations
- Phosphorus Concentration Control Regulations
- Pulp and Paper Effluent Regulations
- Weather Modification Information Act and Regulations
- Wildlife Area Regulations

Overall Responsibilities

The primary objective of Environment Canada is to preserve and enhance the quality of the environment for the benefit of present and future generations of Canadians by:

— protecting human health and property from harmful substances and environmental changes, whether natural or man-made, and by protecting resource productivity through conservation and wise use of renewable resources, for sustained economic and social benefits;

— protecting the quality life, on the basis of the development of society in harmony with its environment, permitting enjoyment of the environment and its resources; and

— safeguarding Canada's heritage (the primary objective of Parks Canada), through the protection for all time of those places which are significant examples of Canada's natural and cultural heritage, and encouraging public understanding, appreciation and enjoyment of this heritage in ways which leave it unimpaired for future generations.

The fulfillment of this commitment includes informing, influencing, protecting, regulating, monitoring, and practicing scientific research, resource management and conservation.

As environmental processes cross political boundaries, and as the same human activity can affect matters under both federal and provincial jurisdiction, the federal and provincial governments share responsibility for the environment and its resources.

The provinces have direct management responsibility for most environmental and resource matters within their borders. The federal government has responsibility for matters clearly within its jurisdiction (the territories, National Parks, oceans, some resources such as fisheries, flow of goods into and within Canada, and the impact of its own activities) and for matters which the provinces cannot readily or cost-effectively undertake separately (e.g. weather services, information collection, and research).

The Department also deals with international issues to protect Canada's environment and renewable resources and at the same time contributes meaningfully to the resolution of international problems such as world-wide contaminants, climatic change and long-range transport of air pollutants. The growth of public consciousness about the collective responsibility of the government and the public for the quality of the environment is actively fostered by the Department through greater communication and awareness of environmental problems and by the maintenance of an open, accessible information service.

A number of federal departments and agencies assist the Minister of Environment, as main advocate for responsible consideration of the environment in government planning, through:

Monitoring and scientific research — data collection, monitoring of developments, scientific research, analysis and interpretation of the state and processes of the environment are undertaken for air, water, oceans, land, forests and wildlife. This generates information of various types, including definition of environmental and health constraints.

Protecting and regulating — where federal authority exists (ocean dumping, federal facilities clean-up, northern resources), the Department works to minimize adverse impacts of toxic substances and pollutants on human health, environmental systems and renewable resources.

Resource management and conservation — directly, if within federal responsibility (migratory birds, parks, federal lands), or jointly with the provinces if jurisdiction is shared (boundary water, river basins and flood damage reduction), Environment Canada promotes conservation and sustained economic use.

Information and influence — information and technical services of various types (meteorological and ice services, water information, land use data and pollution abatement technology) are provided to a wide variety of users to influence the environmental protection and resource management decisions of others (the private sector, provinces and other countries) to provide maximum continued benefit to all Canadians, and encourage responsible environmental behaviour by the federal government and other jurisdictions.

Major Publications

A general departmental publications list and a scientific and technical departmental publications list are prepared by the departmental Information Directorate. Other lists of general, scientific and technical publications are produced by the services and directorates listed below:

- Environmental Conservation Service
- Inland Waters Directorate
- Lands Directorate
- Canadian Wildlife Service
- Environmental Protection Service
- Air Pollution Control Directorate
- Environmental Impact Control Directorate
- Water Pollution Control Directorate
- Parks Canada (included in the general publications list of Environment Canada)
- Atmospheric Environment Service
- Federal Environmental Assessment Review Office
- Office of the Science Advisor
- Canadian Environmental Advisory Council

EDP Systems

- Climatological Data Archive, AES
- World Ozone Data, AES
- National Water Quality Data (NAQUADAT), ECS
- Water Resources Document References (WATDOC), ECS
- Great Lakes Limeological Data, ECS
- Automated Hydrometric Data, ECS
- Sediment Survey Data, ECS
- Glaciology Data, ECS
- Canada Geographic Information System, ECS
- Migratory Game Bird Data, ECS
- Water Effluent National Inventory System (WATENTS), EPS
- National Air Pollution Surveillance (NAPS), EPS
- National Air Emissions Inventory (NEIS), EPS
- National Environmental Emergency Locator System (NEELS), EPS
- National Analysis of Trends in Environmental Spills (NATES), EPS
- Canadian Chemicals in Commerce (CCC), EPS
- Forest Insect and Disease Survey (FIDS), CPF
- Canadian Inventory of Historic Buildings (CIHB), PC

Key Contacts

National Capital Region

Environment Canada
Finance and Administration
23rd Floor, Les Terrasses de la Chaudière
Hull, Québec
Telephone: (819) 997-0210

Environmental Protection Service
15th Floor, Place Vincent Massey
Hull, Québec
Telephone: (819) 997-1575

Environmental Conservation Service
18th Floor, Place Vincent Massey
Hull, Québec
Telephone: (819) 997-1252

Atmospheric Environment Service
27th Floor, Les Terrasses de la Chaudière
Hull, Québec
Telephone: (819) 997-1588

Parks Canada Program
Finance and Administration Branch
2nd Floor, North Tower
Les Terrasses de la Chaudière
Hull, Québec
K1A 1G2
Telephone: (819) 994-2948

Federal Environmental Assessment Review Office (FEARO)
13th Floor, Fontaine Building
Hull, Québec
Telephone: (819) 997-1000

Regional Offices

Pacific and Yukon Region

Environment Canada
P.O. Box 1540
800 Burrard Street
Vancouver, British Columbia
V6Z 2G7
Telephone: (604) 666-5900

Western and Northern Region

Environment Canada
9942 — 108th Street
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2555

Ontario Region

Environment Canada
55 St. Clair Avenue East
7th Floor
Toronto, Ontario
I4 + M4T 1M2
Telephone: (416) 525-6406

Québec Region

Environment Canada
P.O. Box 10100
Champlain Building, 5th Floor
2700 Laurier Boulevard
Ste-Foy, Québec
G1V 4H5
Telephone: (819) 694-4406

Atlantic Region

Environment Canada
5th Floor, Queen's Square
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
Telephone: (902) 426-8374

Access Procedures

Please address formal requests under the *Access to Information Act* to

Access Co-ordinator
Environment Canada
28th Floor, Les Terrasses de la Chaudière
Hull, Québec
K1A 0H3
Telephone: (819) 997-2821

PARKS CANADA

Facilities for the viewing of all Parks Canada records are available in the National Capital Region and all regional offices across Canada. Library facilities at several locations can also be utilized for this purpose. In the National Capital Region the following sources serve as public access points for Parks Canada facilities and services.

National Capital Region Libraries

Parks Canada
Departmental Library
Environment Canada
Chaudière Branch
Les Terrasses de la Chaudière, 5th Floor
Hull, Québec
K1A 1G2
Telephone:(819) 997-7434

Documentary Centre
Socio-Economic Branch
3rd Floor, les Terrasses de la Chaudière
Hull, Québec
K1A 1G2
Telephone: (819) 994-2000

Access Procedures

National Capital Region Access to Information Co-ordinators

The following is a list of the Access to Information Co-ordinators for Parks Canada in the National Capital area who may be reached at:

Parks Canada
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Québec
K1A 1G2

Assistant Deputy Minister
27th Floor
Telephone: (819) 997-9525

Chief of Operations
27th Floor
Telephone: (819) 997-9525

Director General
Program Management
3rd Floor
Telephone: (819) 994-1790

Director
Finance and Administration
2nd Floor
Telephone: (819) 994-2948

Director
Program Planning and Analysis
3rd Floor
Telephone: (819) 994-1852

Director
National Historic Parks and Sites
3rd Floor
Telephone: (819) 994-1808

Director
National Parks
2nd Floor
Telephone: (819) 994-2657

Director
Engineering and Architecture
4th Floor
Telephone: (819) 997-0335

Director
Information Services
Mezzanine Level
Telephone: (819) 997-3736

Director
Personnel Management
5th Floor
Telephone: (819) 994-2360

Regional Offices

Director
Atlantic Region
Historic Properties
Upper Water Street
Halifax, Nova Scotia
B3J 1S9
Telephone: (902) 426-3405

Director
Ontario Region
111 Water Street East
Cornwall, Ontario
K6H 6S3
Telephone: (613) 938-5869

Director
Québec Region
3 Buade Street
P.O. Box 6060
Haute Ville, Québec
G1R 4V7
Telephone: (418) 648-4042

Director
Prairie Region
Confederation Building
4th Floor
457 Main Street
Winnipeg, Manitoba
R3B 3E8
Telephone: (204) 453-1033

Director
Western Region
Room 552
220 4th Avenue South East
P.O. Box 2989
Calgary, Alberta
T2P 3H8
Telephone: (403) 231-4444

Parks Canada Program Management Directorate

The activities of this directorate include the overall management of program planning and evaluation functions in Parks Canada; the preparation of multiyear forecasts and estimates; and the

development and implementation of policies, programs and standards related to general administration, information services, liaison and co-operation at the national and international level; management consultation; reviews and audits; socio-economic research; and townsite management. They also include realty polity and engineering and architectural activities. The information can be found in the offices of headquarters, the regions and the park offices themselves.

Manuals

- Parks Canada Policy
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Battlefields of Québec
- National Historic Parks General Regulations
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Parks Regulations
- National Parks Act
- Parks Canada Administrative and Management Directives (Volumes 1-6)

Realty Services Branch

This branch provides direction and guidance on the management of real property administered by Parks Canada, and involves leases, licences, agreements, rentals, acquisitions, disposals and titles.

Socio-Economic Branch

This branch provides socio-economic advice and related research to the Parks Canada program; maintains a socio-economic research data accumulation and data analysis capacity; and develops socio-economic research methods to meet recurring parks Canada program needs and to maintain a socio-economic information program.

Engineering and Architecture Branch

This branch establishes technical policies, standards and guidelines for engineering and architectural services and provides direction and support to the Parks Canada program in engineering, building and landscape architecture, and historic restoration; including planning, design, construction, operation and maintenance of Parks Canada real property facilities and capital assets.

Manuals

- Technical standards, guidelines and procedural manuals describing methods, material and required skills to design, construct, maintain, repair and restore Parks Canada contemporary and historical physical assets.
- Guidelines on resources planning, the organization and management of engineering and architecture functions and other technical activities and systems.

National Parks Branch

The activities of this branch include the development and operation of a system of national parks which will protect significant natural areas for all time; the development of a system of natural landmarks; the development of co-operative heritage areas through federal-provincial agreements; participation in the Canadian Heritage Rivers System; the long term development of Canadian Heritage Trail System in co-operation with the provinces/territories. The branch is also responsible for the development and implementation of policies, procedures and legislation for planning and managing these systems to enable their use and enjoyment by the public.

Manuals

- The National Parks Act
- National Parks Regulations
- Parks Canada Administrative and Management Directives (Volumes 1-6)
- Parks Canada Policy

National Historic Parks and Sites Branch

This branch of Parks Canada is concerned with the preservation, development, maintenance, operation and interpretation of National Historic Parks and Sites, and Heritage Canals. The parks and sites commemorate persons, places and events which have been declared to be of national historical or architectural significance by the Minister, acting on the advice of the Historic Sites and Monuments Board of Canada. The activities of the branch include archaeological, historical and architectural research; interpretation through live animation, exhibits, films and slide programs; conservation of artifacts and curatorial services on period furniture, costumes and apparel.

National Battlefields Commission

The National Battlefields Commission was established by *An Act Respecting the National Battlefields at Québec* S.C. 1908, CL. 57, as amended. The Commission, a Crown Corporation, is designated as an agency corporation (Schedule C), within the meaning and purpose of the *Financial Administration Act*. The Commission is responsible for the preservation, management and operations of the National Battlefields at Québec and is funded through the annual appropriations of the Department of the Environment and is responsible to Parliament through the Minister of the Department.

Manuals

- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Historic Parks General Regulations
- National Historic Park Wildlife and Domestic Animals Regulations

ENVIRONMENTAL CONSERVATION SERVICE

Policy and Program Development Directorate

The directorate integrates the many programs of the Environmental Conservation Service (ECS) into a cohesive operation; develop and implements national environmental conservation policies and strategies; evaluates and controls the effectiveness and efficiency of ECS programs; and develops, implements and co-ordinates integrated Department-wide programs.

Manuals

- Canada Wildlife Act
- Migratory Birds — Bird Banding Manual
- Canada Migratory Birds Convention Act and Regulations
- Migratory Bird Sanctuary Regulations
- Guidelines for Wildlife Policy in Canada
- Wildlife Area Regulations
- CITES Reports
- Transactions of Federal-Provincial Wildlife Conferences
- Scientific and Technical Publications Report Series
- Occasional Papers Series
- Progress Notes Series
- Monograph Series

- Wildlife Habitat — A Handbook for Canada's Prairies and Parklands
- Canadian Wildlife Service Sign Manual

Canadian Wildlife Service

Under the *Migratory Birds Convention Act* and Regulations, the *Canadian Wildlife Act* and Regulations and the *Game Export Act*, the Canadian Wildlife Service has responsibility for the management and protection of migratory birds in co-operation with the Fish and Wildlife Service, United States Department of the Interior, and with other foreign governments.

Migratory Birds

This branch is responsible for the protection and management of migratory birds through development of regulations, habitat management and supporting research and surveys; direction of nation-wide surveys of migratory birds for regulatory and other management purposes; development of a national waterfowl management plan.

Wildlife Research and Interpretation Branch

This branch is responsible for the protection and management of wildlife. In co-operation with the provinces and territories, the service undertakes programs of research, management and interpretation on wildlife where there is a national interest. It carries out wildlife research for the national parks, advises other federal agencies on wildlife matters, and participates for Canada in international agreements and programs on wildlife conservation.

Lands Directorate

This directorate encourages effective land-use planning by both provincial and federal governments through land inventory and land-use planning studies.

Inland Waters Directorate

The directorate plans and formulates water management programs and policies, especially in international and interprovincial water systems. It conducts research and data collection programs on the quantity and quality of Canada's inland waters. Inland Waters Directorate also carries out river basin planning and implementation and flood damage reduction programs with the provinces under the provisions of the *Canada Water Act*. The research programs of the National Water Research Institute and the National Hydrology Research Institute contribute to effective management of water quality and quantity throughout the country and in boundary waters with the United States such as the Great Lakes. The National Water Research Institute is the official collaborating centre on surface and ground water quality for the World Health Organization.

ENVIRONMENTAL PROTECTION SERVICE

Environmental Protection Program Directorate

The main activity of this directorate includes the development and management of strategies to minimize the adverse impact of man's activities on environmental quality at the national level and to support the regions in their endeavours.

Environmental Strategies Directorate

The main activities of this directorate include advice and recommendations to senior management on objectives, setting priorities, establishing policy and developing frameworks to meet objectives and to evaluate the effectiveness of program activities; to formulate strategies to influence other government departments, central agencies, other governments and the public, and to monitor their effectiveness.

Priority Issues Directorate

The main activity of this directorate includes the management of assigned special programs or issues of high complexity and political significance which have a major impact on environmental quality.

ATMOSPHERIC ENVIRONMENT SERVICE

Atmospheric Research Directorate

The directorate is responsible for the management and conduct of atmospheric and other related environmental research and development for the benefit of the Canadian people and the national and international scientific communities.

Air Quality and Inter-Environmental Research Branch

The branch is responsible for the provision of an efficient and effective federal program in air quality and technology transfer to serve the international, national and regional interests of the Canadian people.

Atmospheric Processes Research Branch

The main activities of this branch includes research in the following areas: monitoring of the stratospheric ozone layer, depletion of the stratospheric ozone layer, solar radiation instrumentation; cloud and precipitation processes, precipitation scavenging of pollutants, weather modification and weather radar. Additional activities include administration of the *U.S.-Canada Weather Modification Information Act*.

Meteorological Services Research Branch

This branch carries out research on weather, ice and sea-state observing and forecasting systems to ensure full and efficient utilization of technological and scientific advances. Research is also conducted on meteorological and ice problems related to surface transportation, aeronautics, wind energy, building construction and the utilization of satellite data. The satellite data laboratory develops and operates techniques for the reception and use of atmospheric, weather, ice and other related data transmitted by earth-orbiting and geo-stationary satellites.

Field Meteorological Systems Branch

The main activities of the branch include the co-ordination, national implementation and on-going development of the following four main activities or systems within Field Services: data acquisition, meteorological communications, forecasting, and the provision of weather services. These activities are integrated towards a single purpose of providing timely observed data, weather warnings, forecasts and advice to users.

Manuals

- Teletype Procedures (TELPRO);
- Teletype Distribution (TELDIS, VOL. I and II);
- Facsimile Operations (FAXOPS)
- CMC Reference Manuals
- Manual of Standard Procedures for Public and Marine Weather Service (MANPUB);

- Manual of Standard Procedures for Aviation Weather Services (MANAIR);
- Manual of Aviation Weather Information Services (MAWIS)
- Manual of Surface Weather Observations (MANOBS);
- Supplementary Aviation Weather Observations;
- Manual of Inspection;
- Scale of Issue Manual (METSCALE);
- General Operations Reference Manual (GORM);
- Meteorological Stations in Canada (METSTAT);
- Manual of Upper Air Observations (MANUPP);
- Manual of Freeze-up and Break-up of Water Bodies;
- Manual of Marine Weather Observing
- Auxiliary Ship Operating on Great Lakes and St. Lawrence Rivers;
- Transmission of Ships' Weather Reports to Coastal Radio Station;
- Meteorological Radio Facsimile Broadcasts for Mariners;
- Radar Handbook;
- Background Air Pollution Monitoring

Canadian Meteorological Centre

The centre is responsible for forecast operations, computer operations and operation development.

Canadian Climate Centre

The centre provides a leading role in integrating all climate-related activities in Canada. Research is conducted into climate prediction, man's impact on climate and cause and effect relationships between the climate system, society and the environment. The centre provides climate data, information, applications services and consultations to federal departments and national organizations, and supports regional offices in serving regional and provincial needs. The centre is also responsible for the documentation, quality control and archiving of all official Canadian climate data.

Central Services Directorate

This directorate is responsible for providing ice information, and consultation and advice on its use. It also provides computing services, technical and professional training, long-range planning and network maintenance for data acquisition networks, and expertise for the development and implementation of atmospheric instruments and systems.

Classes of Records

DOE/PKS-005 *Formerly Identified as:* EC-10
Parks Canada Program
Description: Information on the general management and operational responsibilities of the Parks Canada Program. *Topics:* Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources — inventories, management and research; park signs; general surveys and studies.

DOE/PKS-010 *Formerly Identified as:* EC-20
Realty
Description: Information on the management of real property including National Parks, National Historic Parks and Sites, Heritage Canals and Corridors, Admiralty, Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale or disposal of Crown-owned land, and other related land matters. *Topics:* General agreements; agreements for bridges and causeways; road, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities — land use, rental setting. *Storage Media:* EDP and microfiche. *Retrievability:* The general realty records are arranged by subject. Individual leases, licences of occupation and concessions are arranged by location, the number of the lot and block and by the name of the individual.

DOE/PKS-015 *Formerly Identified as:* EC-30
Socio-Economic Projects
Description: Information on socio-economic surveys and studies carried out by Parks Canada in support of the planning, development and operation of National Parks, National Historic Parks and Sites and Heritage Canals. *Topics:* Research review process, information enquiries from internal and external sources research projects, surveys and studies, historical data. *Storage Medium:* EDP Systems. *Special Access Note:* These records are located at Parks Canada headquarters and regional offices. Final reports available to the public through departmental libraries and specialized document collections located at headquarters and regional offices.

DOE/PKS-020 *Formerly Identified as:* EC-40
Public Use Database
Description: Information on the collection of attendance data for National Parks and National Historic Parks and Sites; collection of information on interpretation, camping and gateways at National Parks; vessel movement data on the Heritage Canals. *Topics:* Attendance data for National Parks and National Historic Parks and Sites; interpretive facility and services data collection; campgrounds utilization, volume of vehicular traffic at National Park gateways; vessel movement data on the Heritage Canals. *Storage Medium:* EDP Systems. *Retrievability:* These records are located at Parks Canada headquarters, regional offices and park offices. A Parks Canada Use Statistics report is issued annually and distributed widely (300 copies) to government agencies, universities and libraries. Monthly attendance reports (200 copies) are also distributed widely in a similar manner.

DOE/PKS-025 *Formerly Identified as:* EC-50
Socio-economic Information
Description: Information on the socio-economic aspects of park use, outdoor recreation, tourism, management and program evaluation. *Topics:* Research methodology, examples of research projects, socio-economic impact studies, bibiliography on relevant topics, visitor use studies, resource management, recreation, tourism. *Storage Media:* Microfiche and film.

DOE/PKS-030 *Formerly Identified as:* EC-60
Historical and Contemporary Technical References
Description: Plans, drawings, specifications, standards, guidelines and report on historical and contemporary engineering and architectural projects in Parks Canada. Also historical records and training material on historical preservation. *Topics:* Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. *Storage Medium:* EDP and microforms.

DOE/PKS-035 *Formerly Identified as:* EC-70
Projects
Description: Information on engineering and architectural projects carried out in the Parks Canada Program, including the project authorization form, project brief, design data, cost estimates, management reports and project schedules. (See also DOE/PKS-005,

Parks Canada Program). *Topics:* Planning, design, construction, operation, maintenance, equipment, services, utilities, facilities, claims and evaluation.

DOE/PKS-040 *Formerly Identified as:* EC-90
Environmental Protection
Description: Information on environmental protection in the National Parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. *Topics:* General correspondence and reports on environmental protection, pollution and pollutants, regulations, reports and returns, surveys and studies, water supplies and wildlife.

DOE/PKS-045 *Formerly Identified as:* EC-100
Flora
Description: Information on botany, ecology and forestry management in the National Parks. *Topics:* General correspondence and reports; forest fires, regulations, silviculture, pest control, statistics, surveys and studies; timber cutting.

DOE/PKS-050 *Formerly Identified as:* EC-110
Health and Social Services
Description: Information on the various health and social services provided to people in a park. *Topics:* Health services for park visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents by the provincial governments.

DOE/PKS-055 *Formerly Identified as:* EC-120
Justice and Law Enforcement
Description: Information on justice and law enforcement in the National Parks, and the National Historic Parks and Sites. *Topics:* Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies.

DOE/PKS-060 *Formerly Identified as:* EC-130
Marine National Parks
Description: Information on marine environments (both salt and fresh water) which merit protection because of their natural phenomena. *Topics:* General development and planning, surveys and studies.

DOE/PKS-065 *Formerly Identified as:* EC-140
Mineral Resources
Description: Information on mining, oil and gas activities at or near Parks Canada facilities. *Topics:* Mineral exploration and development, mineral claims, quarrying and various mining activities, oil and gas exploration and development, leases and permits.

DOE/PKS-070 *Formerly Identified as:* EC-150
National Landmarks
Description: Information on potential National Landmarks which merit protection of specific natural phenomena without requiring large land holdings in order to preserve and interpret them. *Topics:* Development and planning, surveys and studies.

DOE/PKS-075 *Formerly Identified as:* EC-160
National Parks
Description: Administration, management and control of National Parks. *Topics:* Archaeology and artifacts, camp sites, cemeteries, development and planning, management plans, interpretive planning, townsite planning, regional planning, ski areas, day use areas, interpretive services, nature trails, signs, talks and tours, special events, extension services, interpretive centres, permits to collect specimens, public participation, research, sports, statistics, surveys and studies, tourists and tourism — accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts.

DOE/PKS-080 *Formerly Identified as:* EC-170
Water Resources
Description: Information on the use of water resources in the Parks. *Topics:* Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations; reports; surveys and studies.

DOE/PKS-085 *Formerly Identified as:* EC-180
Wildlife
Description: Information on all types of wildlife in the National Parks and National Historic Parks, including the management and protection of wild animals, birds, fish and insects. *Topics:* Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; preserves; furs and hides; fish culture; hatcheries and stocking; sport and commerical fishing in National Parks; insects and their control; use of insecticides.

DOE/PKS-090 *Formerly Identified as:* EC-190
National Historic Parks and Sites
Description: Information on the preservation, development, management, interpretation, operation and maintenance of the National Historic Parks and Sites of Canada. *Topics:* Monuments and plaques; Canadian Engineering Heritage Records; proposed parks and sites; public participation; permits; heritage conservation and building programs; other heritage agencies; historic resources in other countries; seasonal closing; archaeology and artifacts; identification, inventory and recording of historic buildings; cemeteries; development and planning, including management plans; interpretation planning; programs for the acquisition, development and control of lands and facilities within national historic parks and sites; interpretive services — exhibits, interpretive routes, costumes, period ordinance and furnishings, personal interpretive contracts, theatres, guided tours, extension programs, special events and interpretation centres; documentary, archaeological and architectural research; restoration; statistics, surveys and studies; tourist activities and tourism, souvenirs and handicrafts.

DOE/PKS-095 *Formerly Identified as:* EC-1180
National Battlefields Commission
Description: Responsible for the preservation, management and operation of the National Battlefields Park, Québec. *Topics:* Administration, policy, planning studies and reports.

DOE/ECS-100 *Formerly Identified as:* EC-200
Program Activity Structures and Objectives
Description: Information on systems for strategic and operational planning and program evaluation, management practices and controls, performance measurement, priority settings, resource based economic strategy and perspective, socio-economic and scientific development studies, implementation of integrated programs. *Topics:* Program activity structures and objectives, surveys and studies, Improvements in Management Practices and Controls (IMPAC), toxic substances, Co-operative Projects with Industry (COPI), Pilot Industry Laboratory Program, Shore Zone Program, Biomass.

DOE/ECS-105 *Formerly Identified as:* EC-210
Biometrics
Description: Information on the biometrics of migratory birds. *Topics:* Migratory birds hunting permits; waterfowl surveys; data processing.

DOE/ECS-110 *Formerly Identified as:* EC-220
Enforcement
Description: Information on the enforcement of *Migratory Bird Convention Act*, Migratory Bird Regulation, Migratory Bird Treaty. *Topics:* General correspondence; authority to purchase migratory birds; authority to issue permits; payments of fines; Migratory Birds Conviction List, report convention; legal fee; appointment of game

officer; appointment of agents; protocol with U.S.A.; enquiries and questions; Indians and Eskimos; treaties — Canada-France, Canada-Mexico, Canada-U.S.A., U.S.A.-Japan, U.S.A.-Mexico, U.S.A.-U.S.S.R.

DOE/ECS-115 *Formerly Identified as:* EC-230
Native People
Description: Information on correspondence on native harvest surveys and native land claims. *Topics:* Hunting and fishing rights, treaties, acts and regulations, Council of Yukon Indian, Inuit Tapirisat of Canada, Northern Québec Cree, Inuit, Naskaps, Western Arctic Inuit-Cape. *Retrievability:* Files are arranged by name of individual.

DOE/ECS-120 *Formerly Identified as:* EC-240
Ornithology
Description: Information on all aspects of wildfowl. *Topics:* Bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuaries regulations; permits for bird sanctuaries; delegation; agreements; leases; damage to crop by bird; agreements with provincial governments on compensation for crop damage; diseases and parasites; effects of sprays; predation; use of drugs; lead poisoning repellents; ornithology permits; taxidermist licences; propagation and agriculture; research on species; use of birds; commerical shooting of birds; plumage of birds; public shooting grounds; waterfowl kill statistics; waterfowl populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. *Retrievability:* Files are arranged by name and geographic locations.

DOE/ECS-125 *Formerly Identified as:* EC-250
Interpretation
Description: Information on interpretive programs to promote public awareness, and appreciation of Canada's wildlife and natural environment through personal experience. The interpretive programs offer people the opportunity to see, smell, taste, touch and hear their environment in a firsthand way. *Topics:* Interpretation Centres — Midland (Ontario), Percé, Cap Tourmente (Québec), Swift Current (Saskatchewan), and Creston (British Columbia). General correspondence; national plans; evaluation of interpretation centres; research; marketing and publicity; special projects. Program cancelled in 1984.

DOE/ECS-130 *Formerly Identified as:* EC-260
Mammalogy
Description: Research and general information on selected species of mammals. *Topics:* Mammals hides; fur-bearing animals; trapping; wolf bounties; diseases and parasities; rare and endangered species; locations where species are found.

DOE/ECS-135 *Formerly Identified as:* EC-270
National Wildlife Areas
Description: General correspondence on policies and regulations as they affect provinces and specific geographical location. *Topics:* Agreements; policy; regulations; rentals; leases.

DOE/ECS-140 *Formerly Identified as:* EC-280
Parks
Description: General information on National Parks and the preservation of their wildlife. *Topics:* General correspondence; proposed parks; slaughter of animals; national park authority; investigation in the national parks; fish culture; liaison with U.S. National Parks on wildlife management. Program cancelled in 1984.

DOE/ECS-145 *Formerly Identified as:* EC-290
Wildlife Toxicology
Description: Information on toxic substances and their effects on birds and mammals; also related research and studies. *Topics:* Advice to outside agencies on chemicals and pesticides; National Registry of Pesticide Residues; registration of agricultural chemicals; toxic chemical management program; toxic substances program; analytical data quality program; chemical analytical services; forest spray operations; heavy metal; Organization for Economic Co-operation and Development (OECD); wildlife sampling program; study of fish-eating birds. *Special Access Note:* LRTAP — Toxic Substances. *Retrievability:* By subject.

DOE/ECS-150 *Formerly Identified as:* EC-300
Wildlife Management
Description: Information on the federal participation and responsibilities in the management of wildlife. *Topics:* Hunting performance program; distant early warning line; bird hazard to aircraft; problems at airports; restricted material on birds and aircraft; correspondence from Air Canada; bird strike bulletins; bird strike field notes; bird strike reports; reports on visits to airports; RCMP reports; application for species; Eastern Arctic-Scientific Research; scientific collection of specimens; transplants; Kluane Sanctuary Yukon; Mackenzie Mountain Sanctuary N.W.T.; Thelon Sanctuary N.W.T.; Canadian National Zoological Garden; National Zoo.

DOE/ECS-155 *Formerly Identified as:* EC-310
Policy Development and Advice
Description: Information on the development and assessment of federal land-use objectives, policies and guidelines; the co-ordination of interdepartmental and intergovernmental activity on land policy and program matters; the analysis of land-use policy instruments with recommendations on their effectiveness in addressing land-use issues of national significance; the identification and assessment of the impact of federal programs on the use and management of Canada's land resources, and the recommendation of mitigating measures to offset any adverse effects; the provision of advice and policy positions on land quality, land-use and other land-related environmental issues raised in native land claim negotiations, and the co-ordination of the Department's relations with the Office of Native Land Claims, Indian and Northern Affairs Canada; the provision of advice and assistance in developing or assessing policies in which land resources and environmental matters are important considerations; the representation of Environment Canada on the TBAC/FLM and the co-ordination of the discharge of the Department's responsibilities under the Federal Land Management Policy; the assistance of representing Canada's land resource interest in bilateral relations with other countries, and international organizations; and to assist in foreign aid, technical exchange and advisory programs. *Topics:* General correspondence; integrated planning and management; public awareness; Lands Directorate Canada Land-Use; policy research & co-ordination; Lands Directorate Québec-projects; Lands Directorate Northwest Territories-Yukon and Arctic land-use planning.

DOE/ECS-160 *Formerly Identified as:* EC-320
Land-Use Monitoring and Ecological Research
Description: Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land; dissemination of scientific knowledge, methods and techniques for surveying and classifying land by ecological characteristics, for assessing resource potentials, impacts and hazards and for increasing knowledge of land soil processes of concern in environmental management; the production of nationally consistent spatial data on national and regional land-use patterns and trends for creating national and regional perspectives on the use of Canada's lands. *Topics:* General correspondence, integrated planning and management, public awareness, Lands Directorate Canada Land-use planning, Lands Directorate inter-regional projects, Lands Directorate Manitoba-projects, Lands Directorate Northwest Territory, Yukon and Arctic land-use, mapping, land-use information map series, Lands Directorate Northwest Territories, Yukon and Arctic region-projects.

DOE/ECS-165 *Formerly Identified as:* EC-330
Land-Use Research
Description: Information on the advancement of public understanding of land-use in Canada, the determinants of land-use, and the environmental, economic and social implications of national and regional land-use issues and problems; the development, assessment, improvement and recommendation of methods and techniques for environmentally sound land-use planning and practices by providing technical assistance to federal and provincial departments and agencies on land-use planning matters; providing financial contributions to provinces for land-use planning; the provision of land research, planning and management services, and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories. *Topics:* General correspondence, integrated planning and management, resource management data, public awareness, Lands Directorate International-general, policy research and co-ordination-general land-use planning.

DOE/ECS-170 *Formerly Identified as:* EC-340
Land Data Systems and Services
Description: Information on the development, maintenance and operation of a computerized national land data bank capable of storing, processing and retrieving geographic-specific bio-physical and socio-economic data on, or related to land, land capability, land-use and resource management issues of national or regional significance; the development, assessment, improvement and recommendation of computerized technologies designed to enhance the effectiveness, efficiency and greater use of spatial information systems in land-use planning and management; the provision of data on processing and advisory services in support of the production of land statistics and the solution of land related planning and management problems; and to the provision of training services on the use of the Canada Land Data Systems for existing and potential clients. *Topics:* Canada land inventory, Canada land data system — projects. *Storage Medium:* EDP systems, maps.

DOE/ECS-175 *Formerly Identified as:* EC-350
Canada-U.S. and Interprovincial Waters
Description: Information on all activities carried out under specific Canada-U.S. agreements or arrangements such as investigative, control, or surveillance board activities for the International Joint Commission (IJC) or in other bilateral Canada-U.S. situations; studies and implementation in interprovincial waters under formal federal-provincial arrangements; and bilateral Canada-U.S. activities on shared basins. Policy development, data collections and research carried out as a part of any of these formal arrangements are included as well as specific federal- provincial agreements required to carry out Canada's obligations in boundary waters (the Canada-Ontario Agreement on Great Lakes Water Quality) and interprovincial arrangements not part of River Basin Planning (Prairie Provinces Water Board). *Topics:* International Columbia River Board of Control, Great Lakes connecting channels, Great Lakes programs, International Great Lakes Levels Board, Great Lakes studies, International and Interprovincial Waters, Lake of the Woods, Lac Seul Agreement, Winnipeg River, St. Lawrence River Board of Control. *Retrievability:* Files are arranged by subject and name.

DOE/ECS-180 *Formerly Identified as:* EC-360
Flood Damage Reduction
Description: Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting. It also includes any policy development, data collection (hydrometric and other data collection programs and research for many water management purposes) carried out as an integral part of these agreements, or in support of anticipated new agreements, and guidelines or methodology development and information programs directly in support of the program. *Topics:* Conservation and floods, flood damage reduction. *Retrievability:* Files are arranged by subject, geographic location and name.

DOE/ECS-185 *Formerly Identified as:* EC-370
Water Quality Management
Description: Information on the establishment of water quality objectives and working with EPS on the setting of effluent requirements in specific areas. It does not include water quality objective work done under specific international or federal-provincial basin studies, nor does it include research related to water quality management. *Topics:* Water pollution, air pollution, water quality survey, analytical methods, corrosion, industrial water uses, water quality-I.H.D., surface water, municipal water systems, federal government installations, mineral waters, waste water treatment, water quality monitoring programs. *Retrievability:* Files are arranged by subject, geographic locations and name. *Storage Medium:* Magnetic tapes.

DOE/ECS-190 *Formerly Identified as:* EC-380
River Basin Planning
Description: Information on river basin planning activities carried out under specific federal-provincial agreements or other arrangements, including both studies with specific focus such as the St. Lawrence River water quality study, and more comprehensive studies such as the Souris River basin study. Policy development, data collection and research conducted as a part of any of these formal arrangements are included. In some instances, some preplanning, quideline development and socio-economic analysis may be done. This may include participation of all ECS elements, as appropriate. *Topics:* Hydrometric network planning; hydrometric investigations; international and interprovincial waters; St. Lawrence River; Atlantic Tidal Power Programming Board; Bay of Fundy Tidal Power Review Board; special projects. *Retrievability:* By subject, by geographic location and project name.

DOE/ECS-195 *Formerly Identified as:* EC-390
River Basin Plan Implementation
Description: Information on activities under formal federal-provincial river basin plan implementation agreements. It includes flood control work done as part of a comprehensive implementation program such as the Qu'Appelle, but does not include separate flood control work such as Fraser Dyking. *Topics:* Water diversions; policy development, data collection and research carried out as a part of formal implementation arrangements are included, as are activities such as the development of national guidelines in support of the program. *Retrievability:* By subject, by geographic location and project name.

DOE/ECS-200 *Formerly Identified as:* EC-400
Water Management Data
Description: Information on data collection, including water quality, hydrometric, sediment and socio-economic information, as well as the management and operation of data systems and interpretive reports. Non-numeric information systems such as WATDOC and D-REF are also included. Excluded are reports prepared primarily for public consumption such as the *Canada Water Year Book*, which are covered under the Information Services category (i.e. Public Information). (These data exclude data collection under specific international or federal-provincial water management or planning studies, data collection carried out as an integral fact of research, and that portion of the water quality data collection activity included under the toxic chemicals category (about one-third nationally.) *Topics:* Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, sediment survey, remote sensing, watershed research, tidal gauge records, tidal surveys. *Retrievability:* Files are arranged by subject, geographic location, name and river stations. *Storage Media:* Computer printouts, magnetic tapes, microfiche.

DOE/ECS-205 *Formerly Identified as:* EC-410
Water Management Research
Description: Information on water resource research, including the study of the impact of nutrients on the environment, sediment composition, water quality modelling, groundwater quality and sub-surface disposal of wastes, pathways and fate of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, snow and ice hydrology, glacier dynamics, sociological, geographical, legal, institutional and economic aspects of water management. Also included is research management, co-ordination, and research contracts and subventions. (This information excludes research done under international, interprovincial, or river basin planning, implementation or flood damage reduction agreements. Also excluded is research on the impact of toxic contaminants on the water environment.) *Topics:* Glaciology; glaciological programs; hydrological studies; glaciological studies; glacier surveys; ice science; iceberg surveys; groundwater investigations and supply; groundwater programs; water pollution; water use; water quality research; snow surveys. *Retrievability:* Files are arranged by name and map reference (NT5). *Storage Media:* Microfiche, magnetic tapes, computer printouts, punchcards.

COE/ECS-210 *Formerly Identified as:* EC-420
Water Resources Use
Description: Information on various government and private developments impinging on the wise use of Canada's water resources; the potential benefits of sound water management and development policies; participation in the work of international water management organizations; assistance to less developed nations in water resource management. *Topics:* Water and power administration, power development, electrical power statistics, exportation of electrical energy, inventroy of water resources, long distance power transmission, power failures, water and power resources, atomic energy, water resources economies, seismology, export of water, water management. *Retrievability:* Files are arranged by subject, geographic location and name.

DOE/EPS-215 *Formerly Identified as:* EC-430
Mobile Sources
Description: Information on air quality and emission data; test methods and procedures; test results; studies and surveys; standards and regulations. *Topics:* Abatement programs; engineeering and evaluation; fugitive emissions; fleet programs; mobile source compliance; special studies. *Retrievability:* Files are arranged by subject, company, and project.

DOE/EPS-220 *Formerly Identified as:* EC-440
Chemical Process Sources
Description: Information on chemical process industries; producers; emissions; industrial studies questionnaires and guidelines development. *Topics:* Chemical products; agricultural and food industry process analysis; agricultural operations and processes; food processes; agricultural and food products manufacturing; pulp, paper and wood products; forest products operations; pulp and paper processes; textiles and related manufacturers; woods and allied products manufacturing; petroleum, petrochemical, polymers and plastics; surface coating industry. *Retrievability:* Files are arranged by name of individual, company and product.

DOE/EPS-225 *Formerly Identified as:* EC-450
Mining, Mineral and Metallurgical Industries
Description: Information on mining operations and processes relative to atmospheric pollution; mining mineral and metallurgical industrial studies and questionnaires. *Topics:* Mining operations and processes; mineral products processing; primary metallurgical industries; secondary metallurgical industries. *Retrievability:* Files are arranged by subject, products and plant types.

DOE/EPS-230 *Formerly Identified as:* EC-460
Fuels
Description: Information on fuel studies. *Topics:* Fuel producers; types; composition; resources marketing and processing; pollution investigations; pollution control equipment, and regulations and quidelines development, synthetic fuels, gasoline; natural gas; coal; petroleum producers; petroleum marketing; energy conservation; sulphur and by-products; fuels and fuel additives composition; fuel additives inventory; pollution control costs; fossil fuel resources; effects to health and environment. *Retrievability:* Files are arranged by name of individual, company, product.

DOE/EPS-235 *Formerly Identified as:* EC-470
Combustion Sources
Description: Studies and surveys; questionnaires; analytical reports; also information on emissions and emission controls; investigations; abatement systems; guidelines; air quality measurement instruments. *Topics:* Interdepartmental programs; thermal power-fuel; thermal power-fuel processing and storage; combustion systems; internal combustion engine; emission calculation and analysis; emission data; air quality surveillance; air quality criteria; incinerators; incinerator investigations, studies and surveys; incinerators inventory; heating system; fuels; equipment and controls; heating systems inventory; research and development; special studies and projects; heating systems-federal activities.

DOE/EPS-240 *Formerly Identified as:* EC-480
Data Analysis
Description: Information on air pollutants; emissions source categories; industrial questionnaires; studies and surveys and air pollution costs. *Topics:* Emission inventory; air pollutants, source categories; effects of regulations; socio-economic impact studies and surveys-industrial; geographical; economy impact studies and surveys-pollutants; analytical concepts and methodology-statistical, economic.

DOE/EPS-245 *Formerly Identified as:* EC-490
Program Co-ordinator
Description: Information on regulations development; monitoring of agreed implementation schedules, program evaluation and acid rain control strategies. *Topics:* Acts and legislation; regulations enforcement; federal/provincial programs; international activities; international organizations; intradepartmental activites; interdepartmental activities long range transport of air pollutants.

DOE/EPS-250 *Formerly Identified as:* EC-500
Surveillance
Description: Information on national air pollution surveillance monitoring equipment; monthly and annual summary reports; source testing methods. *Topics:* National air pollution surveillance; operations and maintenance; equipment testing and evaluation; source testing procedures; studies, surveys and investigations; specific pollutants. *Retrievability:* Files are arranged by subject, location and specific pollutants.

DOE/EPS-255 *Formerly Identified as:* EC-510
Technology Development
Description: Information on development and demonstration of pollution abatement technology (DPAT); instruction in air pollution control; pollution analysis and instrument testing. *Topics:* Development and demonstation of pollution abatement technology; APCD-sponsored courses; chemistry files. *Retrievability:* Files are arranged by subject and company.

DOE/EPS-260 *Formerly Identified as:* EC-520
Abatement and Compliance
Description: Information on inventories of pollution services and cost of abatement; state of the art of pollution abatement by industry; regulations development; policy and techaical advice on enforcement programs; technical audits of incentives programs; energy related

studies. *Topics:* Paper fibre and allied products; mining and metallurgical processes; petroleum and industrial organic chemicals, inorganic chemical processes; food and allied industries; municipal waste and miscellaneous industries; power generation; marine pollution; legal services; pulp and paper modernization program. *Retrievability:* Files are arranged by company, product.

DOE/EPS-265 *Formerly Identified as:* EC-530
Technology Development
Description: Information on development and demonstration of waste water pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. *Topics:* Program planning and evaluation; technology assistance program; wastewater technology. *Retrievability:* Files are arranged by company.

DOE/EPS-270 *Formerly Identified as:* EC-540
Water Pollution Programs
Description: Information on federal/provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; Arctic water programs co-ordination; program evaluation; interservice and interagency program co-ordination; program planning and development. *Topics:* Program co-ordination and evaluation; coastal zone; data management and analysis.

DOE/EPS-275 *Formerly Identified as:* EC-550
Contaminants Control
Description: Information on predicting and evaluating environmental effects of new chemical substances; determining amounts and end uses of chemicals in Canadian commerce; regulating substances which pose a significant threat to human health and environment; reviewing pesticide registrations; and co-ordinating tests of chemicals for environmental effects. *Topics:* Studies and surveys; chemical elements compounds; *Environmental Contaminants Act;* toxicology assessment and ecological protocols; regulation development; enforcement and compliance; transportation of dangerous goods; response to notices; mandatory reporting; automated information system; pesticides-control programs, registration, re-evaluation, research and trade information, research permits, compendium, non-chemical, mercury program. *Retrievability:* Files are arranged by subject, company and product.

DOE/EPS-280 *Formerly Identified as:* EC-560
Waste Management
Description: Inventory of commercial and industrial solid wastes; technology development; studies and surveys; handling, storage and disposal of industrial and hazardous wastes; inventory sources and amounts of hazardous wastes; regulations development. *Topics:* Wastes and types; waste material management and disposal; committees; systems; collection; handling; waste management systems — disposal; state of the art; resource recovery and reclamation, materials; information and training; solid waste information retrieval system, inventory; guidelines and codes of practice; consultation services; technical evaluation; solid waste projects and development; area studies; equipment development; process development; taxes and incentives; waste nature and behavior projects; resource recovery — economic and marketing; technical capabilities. *Retrievability:* Files are arranged by subject, company and project.

DOE/EPS-285 *Formerly Identified as:* EC-570
Environmental Emergency
Description: Information on environmental accidents; emergency teams; reporting and alerting operating procedures; special studies; research and development; contingency plans; pollution clean-up agents for collection and dispersal. *Topics:* Environmental emergency teams; operations and procedures; resource inventory; accident prevention; transportation; accident detection; pollution abatement; pollution containment; disposal; restoration; analysis-prediction, research and development projects; information. *Retrievability:* Files are arranged by individual environmental accidents.

DOE/EPS-290 *Formerly Identified as:* EC-580
Planning, Assessment and Policy
Description: Information on the development of an environmental protection strategy; program, planning and systems development; socio-economic analysis of proposed major regulations. *Topics:* Program planning system development; activity program development; operational plans; activity management reports; policy development and analysis; program evaluation; program development; organization and systems project; economics; socioeconomic program; socioeconomic impact analysis — *Clean Air Act, Environmental Contaminants Acts, Fisheries Act. Retrievability:* By subject.

DOE/EPS-295 *Formerly Identified as:* EC-590
Federal Activities Assessment
Description: Information on the evaluation of federally funded pollution control projects; demonstrating of pollution control technology at federal facilities; surveillance and monitoring programs for federal projects; environmental impact assessment of uranium refineries and radioactive waste facilities; and guidelines for radiation control programs. *Topics:* Federal activities projects; clean-up program; methods, techniques and refinements; federal government marine activities; Vessel Pollution Abatement Program; shore reception facilities; nuclear programs, projects, organizations. *Retrievability:* Files are arranged by company.

DOE/EPS-300 *Formerly Identified as:* EC-600
Toxic Chemical Management
Description: Information on the toxic chemical management program. *Topics:* Toxic chemical mangement centres; regional operations; program research; pesticides; radionuclides; environment measurement.

DOE/AES-310 *Formerly Identified as:* EC-820
Research Management and Policy
Description: Meteorological, atmospheric, air quality, ice in navigable waters, remote sensing and other related environmental and technological research and development; research and related support activities of a general management nature — decisions and large scale agreements; training for research and grants for research outside the federal government which support the goals, objectives and policies for atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories, contracting-out of federal research and development. *Topics:* Agreements, treaties, studies, projects, federal activities, committees, plans and programs, fellowships, training and development, grants, unsolicited proposals, contracting, technology transfer. *Retrievability:* Files are located at 4905 Dufferin St., Downsview, Ontario.

DOE/AES-315 *Formerly Identified as:* EC-830
Air Quality Research Projects
Description: Information on research dealing with the quality of air. *Topics:* Field studies, wind energy, LRTAP Programs (Acid Rain), federal-provincial co-operative projects, IFYGL, Alberta Oil Sands, hazardous and toxic chemicals, air quality assessment processes, regional and international studies of meteorological potential for air pollution, boundary layer processes, experiments, analyses, scientific papers, program planning and international co-operation, air quality sampling, siting, analytical methodology for ambient atmospheres, workspace atmospheres and instream emissions.

DOE/AES-320 *Formerly Identified as:* EC-840
Atmospheric Research
Description: Information on weather modification, cloud physics, weather radar, ozone monitoring, stratospheric pollution, solar radiation and energy. Activities aimed at increasing precipitation (rain, snow) or suppressing hailfall; research in the physics of cloud

and precipitation and in the detection of precipitation by weather radar; research conducted into the processes of the stratospheric ozone layer and its depletion by trace constituents (typically chlorofluorocarbons); calibration of solar radiation instruments and development of new solar radiation instrumentation and development of specialized solar radiation database. *Topics:* Weather Modification Policy, Agreement (with U.S.) and Co-operative projects; WMO PEP program, weather radar and cloud physics, ozone instruments, World Ozone Data Centre, stratospheric pollution, solar radiation.

DOE/AES-325 *Formerly Identified as:* EC-850
Atmosphere — High Atmospheric Vehicles
Description: Information on weather ice and other related environmental satellite research and development, ground receiving stations, data processing and distribution, and related hardware, instrumentation technology; aeronautical meteorology, aviation studies, marine meteorology and meso-meteorology, wind energy, weather radar and radar satellite combined system; wind tunnel experiments, related field experiments and wind engineering. *Topics:* Canadian space policy, repairs of satellite receivers; high atmosphere vehicles, satellite data lab operations, satellite meteorology research and development projects (TOVS, RAINSAT, ICE STATUS), Aeromet Facility, Rockcliffe STOL project; Meso-met Network, data collection platforms; GOES Wind Energy Field Studies; radar satellite system; ICS Submission; AES Satellite Program; NOSS; SURSAT; wind tunnel experiments, operation and maintenance.

DOE/AES-330 *Formerly Identified as:* EC-860
Communications — Facsimile
Description: Information on Satellite Data Laboratory Operations.

DOE/AES-335 *Formerly Identified as:* EC-870
Contracts
Description: Information on contracts for satellite systems; also contracts for satellite research and development — TOVS, RAINSAT, ICE STATUS. *Retrievability:* Files are arranged by subject and company.

DOE/AES-340 *Formerly Identified as:* EC-880
Ice Observing Programs — Reconnaissance
Description: Information on verification of satellite data.

DOE/AES-345 *Formerly Identified as:* EC-890
Instruments
Description: Information on Aeromet Facility Instrumentation.

DOE/AES-350 *Formerly Identified as:* EC-900
Meteorology Aviation
Description: Information on the Rockcliffe STOL Project.

DOE/AES-355 *Formerly Identified as:* EC-910
Marine Meteorology
Descripiton: Information on TOVS.

DOE/AES-360 *Formerly Identified as:* EC-920
Meso-meteorology
Description: Information on the Meso-met Network. *Topics:* Operation; data.

DOE/AES-365 *Formerly Identified as:* EC-930
Meterology Training
Description: Information on satellite meteorology.

DOE/AES-370 *Formerly Identified as:* EC-940
Projects — AES HQ
Description: Information on satellite activity reports; data collection platforms; SDL Staffing; SDL GOES; Meso-met Network; Wind Energy Field Studies investigations.

DOE/AES-375 *Formerly Identified as:* EC-950
Radar
Description: Information on the MOT Radar and Satellite System.

DOE/AES-380 *Formerly Identified as:* EC-960
Satellites
Description: Information on satellite programs. *Topics:* Cost recovery; staffing the SKL; ICS Submission; AES Satellite Programs; SDL Operations; NOSS; SURSAT.

DOE/AES-385 *Formerly Identified as:* EC-970
Weather Service
Description: Information on RAINSAT.

DOE/AES-390 *Formerly Identified as:* EC-980
Weather Service — Air Transportation
Description: Information on MOT Radar and Satellite System.

DOE/AES-395 *Formerly Identified as:* EC-990
Wind Tunnel (AES)
Description: Information on wind tunnel experiments, operations and maintenance.

DOE/AES-400 *Formerly Identified as:* EC-1000
Projects Research AES Headquarters
Description: Information on computerized and man-machine mix system; module component development and design; research data set development; also implementation and joint projects with forecast operations. *Topics:* Systems design for automated weather forecasting procedures; creation of research data sets for weather forecasting research.

DOE/AES-405 *Formerly Identified as:* EC-1010
Contracts
Description: Information on contracts for ice, oil spills on water and sea state models. *Retrievability:* Files are arranged by subject and company.

DOE/AES-410 *Formerly Identified as:* EC-1020
Ice
Description: Information on regional ice models.

DOE/AES-415 *Formerly Identified as:* EC-1030
Oil and Gas Exploration and Development
Description: Information on oil spill trajectories, freezing spray, ice and sea state models.

DOE/AES-420 *Formerly Identified as:* EC-1040
Project — HQ
Description: Information on the development of forecast methods and techniques for AES forecast systems (including models — numerical, statistical). *Topics:* Weather prediction methodology; snow squall modelling; ice and sea state models; oil spill trajectory models; freezing spray; investigations.

DOE/AES-425 *Formerly Identified as:* EC-1050
Telecommunications
Description: Operational, alpha-numeric and facsimile information distributed by dedicated or dial-up communication lines. *Topics:* Facsimile contracts, installations, procedures, traffic; teletype contracts, installations, procedures, traffic; computer aspects.

DOE/AES-430 *Formerly Identified as:* EC-1060
Forecast Procedures
Description: Information on meteorological models, procedures and techniques in support of forecast production. *Topics:* Maps, charts and forms; professional training and development; satellite operations; plans and programs.

DOE/AES-435 *Formerly Identified as:* EC-1070
Weather Services
Description: Information on policies, standards, procedures and guidance concerning the provision of weather services. *Topics:* General weather services; public weather services; air, marine and road transportation; agriculture; forestry; climatology; preflight weather information service; radio and television broadcasting; scientific support units; weather service outlets.

DOE/AES-440 *Formerly Identified as:* EC-1080
Data Acquisition
Description: Information on land surface networks; upper air and aerological networks; Voluntary Observing Ship Program; remote sensing; environmental network. *Topics:* Station classification; site information; meteorological and aerological instruments; codes; data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating; satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies.

DOE/AES-445 *Formerly Identified as:* EC-1090
Forecast
Description: Information on analyses and forecasts; hemispheric analyses, heights (pressure) temperature, moisture, winds from surface to 100 mbs; analyses of surface, 850, 700 and 500 mb levels from 1957 to date; historical data; verification statistics. *Storage Media:* Computer files — grid point data, microfilm, printed WX charts, charts and teletype message forms, written and graphic forms.

DOE/AES-450 *Formerly Identified as:* EC-1100
Observations
Description: Observed data, hemispheric surface synoptic reports. *Storage Medium:* Coded forms.

DOE/AES-455 *Formerly Identified as:* EC-1110
Climatology
Description: Information on applied climatology; climatological data and studies; information and requests; monitoring and prediction; numerical modelling. *Topics:* General climatology; climatology normals; recreation and tourism; station history system; National Parks; agrometeorology; ice accretion studies; biometeorology; energy; Canadian Climate Program; Climatic change. *Storage Media:* Microfilm, magnetic tape.

DOE/AES-460 *Formerly Identified as:* EC-1120
Hydrometeorology
Description: Information on development of hydrometeorological techniques for measurements and analysis; application of meteorological techniques and data to hydrology and marine problems (hydrology, water resources, oceans, lakes and reservoirs); hydrological time series data; climatology of water temperature. *Topics:* International Hydrological Decade; hydrometeorological projects; investigations, research, studies and surveys; wind wave studies, evaporation. *Storage Medium:* Magnetic tape.

DOE/AES-465 *Formerly Identified as:* EC-1130
Ice Information, Consultation and Advice
Description: Information on ice forecasting and services, ice research, climatology and Observing Program (reconnaissance).

DOE/AES-470 *Formerly Identified as:* EC-1140
Communications — Computing Services
Description: Information on communications and communications-programming.

DOE/AES-475 *Formerly Identified as:* EC-1150
Meteorology Training
Description: Information on professional training, development, technical training in meteorology.

DOE/AES-480 *Formerly Identified as:* EC-1160
Data Acquisition Networks
Description: Information on atmospheric environment operations, overall policy, operational performance, procedures and standards.

DOE/AES-485 *Formerly Identified as:* EC-1170
Instruments and Instrument Systems
Description: Information on instruments; general, humidity, evaporation, precipitation, marine, physical phenomena, pressure, radiation, atmospheric sounding wind.

Deleted Classes of Records

The following classes of records can now be found within the Department of Agriculture.

EC-610	Forestry Subvention Program
EC-620	International Forestry Relations
EC-630	Forestry Initiatives and Relations
EC-640	Identification of Problems and Opportunities
EC-650	Assessment and Interpretation
EC-660	Forestry Statistics and Systems
EC-670	Tree Seed Research
EC-680	Reforestation
EC-690	Genetics
EC-700	Tree Growth Research
EC-710	Management Systems for Production Forestry
EC-720	Forest Fire Research
EC-730	Insects and Diseases
EC-740	Spruce Budworm Research
EC-750	Land Rehabilitation
EC-760	Effects of Forestry Practices on the Environment
EC-770	Forest and Plant Ecology
EC-780	Management Methods for Amenity Forests
EC-790	Integrated Programs
EC-800	Forest Insect and Disease Survey and Services
EC-810	Public Awareness

EXPORT DEVELOPMENT CORPORATION

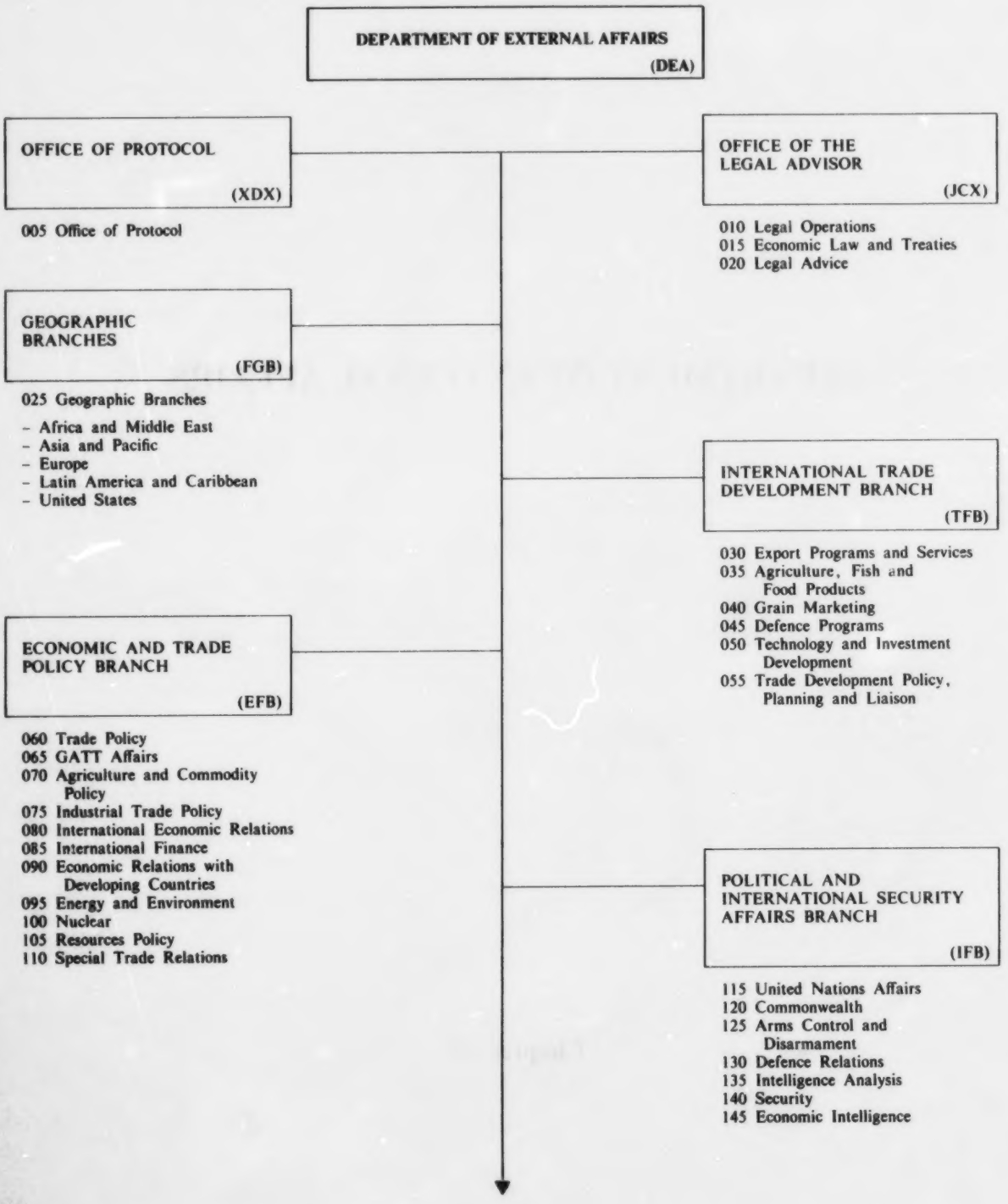
(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 41

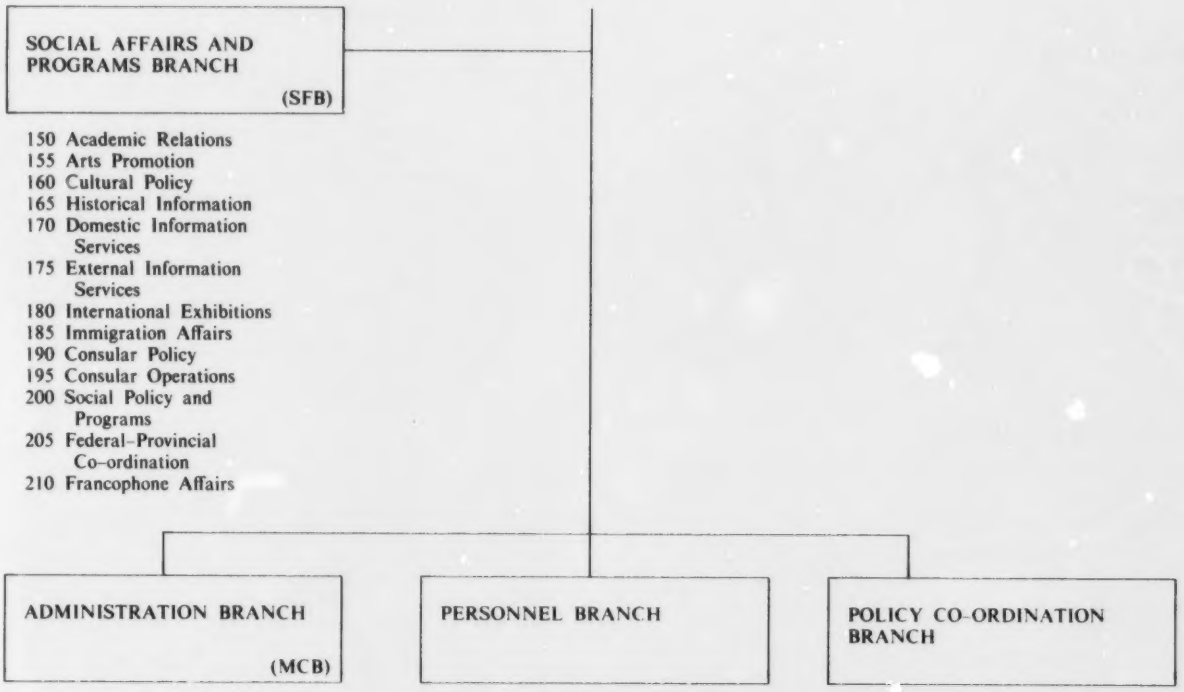
DEPARTMENT OF EXTERNAL AFFAIRS

Chapter 42

DEPARTMENT OF EXTERNAL AFFAIRS



DEPARTMENT OF EXTERNAL AFFAIRS



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF EXTERNAL AFFAIRS
LESTER B. PEARSON BUILDING
TOWER A, MAIN FLOOR
125 SUSSEX DRIVE
OTTAWA, ONTARIO
K1A 0G2

DEPARTMENT OF EXTERNAL AFFAIRS

Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire, and with foreign states. It was placed under the Secretary of State, with an Under-Secretary of State for External Affairs ranking as the permanent deputy head of the Department. In 1912, amending legislation placed External Affairs under the jurisdiction of the Prime Minister where it remained until 1946, when a separate Secretary of State for External Affairs was appointed. In 1981, the foreign operations of the Immigration Service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade operation. Since then, two additional Cabinet Ministers, a Minister for International Trade and a Minister for External Relations, have been appointed. The new *Department of External Affairs Act* came into force on December 7, 1983.

Laws and Regulations

The Secretary of State for External Affairs is responsible for the following statutes:

- Department of External Affairs Act, 1983 c. 167
- Asia-Pacific Foundation of Canada Act, SC 1984, c. 12
- Canadian Commercial Corporation Act, RSC 1970 c. C-6
- Canadian Institute for International Peace and Security Act, SC 1984, c.37
- Cultural Property Export and Import Act, 1974-75-76, c. 50
- Diplomatic and Consular Privileges and Immunities Act, SC 1976-77, c. 31
- Export Development Act, RSC 1970, c. E-18
- Export and Import Permits Act, RSC 1970, c. E-17
- Food and Agriculture Organization of the United Nations Act, RSC 1970, c. F-26
- Fort Falls Bridge Authority Act, SC 1970-71-72, c. 51
- Geneva Conventions Act, RSC 1970, c. G-3
- International Boundary Waters Treaty Act, RSC 1970, c. I-20
- International Development (Financial Institutions) Assistance Act, SC 1980-81-82, c. 73
- International Development Research Centre Act, RSC 1970, c. 21 (First Supplement)
- Meat Import Act, 1980-81-82, c. 82
- Privileges and Immunities (International Organizations) Act, RSC 1970, c. P-22
- Privileges and Immunities (North Atlantic Treaty Organization) Act, RSC 1970, c. P-23
- Prohibition of International Air Services, SC 1980-81-82, c. 61
- Rainy Lake Watershed Emergency Control Act, SC 1939, c. 33
- Roosevelt Campobello International Park Commission Act, SC 1964-65, c. 19
- Skagit River Valley Treaty Implementation Act, SC 1984, c.11
- State Immunity Act, SC 1980-81-82-83, c. 95
- Territorial Sea and Fishing Zones Act, RSC 1970, c. T-7 as amended by RSC 1970, c. 45 (First Supplement) and RSC 1970, c. 14 Section 31, Item 9 (Second Supplement)
- Treaties of Peace (Italy, Romania, Hungary and Finland) Act, SC 1948, c.71
- Treaties of Peace (Japan) Act, SC 1952, c. 50
- United Nations Act, RSC 1970, c. U-3

Overall Responsibilities

The Department of External Affairs has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its main functions are: to ensure the effective representation of Canada in other countries and to international organizations including close contact, communication and negotiation with other governments and organizations through Canada's extensive network of representatives abroad; to evaluate information about political, economic and other developments likely to affect Canada's interest; to give advice to the government, often in consultation with other departments, on the formulation and implementation of policies and programs with international dimensions; to ensure the co-ordination of the external aspects and application of national policies for export trade promotion, defence and security, development assistance, immigration, and cultural and scientific exchanges; to reflect to peoples abroad the bilingual and multi-cultural character of Canadian society; and to provide protection and assistance to Canadian citizens abroad.

Autonomous agencies reporting to Parliament through the Secretary of State for External Affairs include the Foreign Claims Commission, the International Boundary Commission, the International Joint Commission, the Roosevelt Campobello International Park Commission, the Canadian International Development Agency, the International Development Research Centre, the Asia-Pacific Foundation and the Canadian Institute for International Peace and Security. With the restructuring of the Department, the Export Development Corporation and the Canadian Commercial Corporation have been added, and ministerial responsibility for these corporations has been delegated to the Minister for International Trade.

Publications

The following manuals are of general interest and use in the Department. Others are listed below under various bureaus.

- Manual of Procedures — containing administrative procedures for headquarters
- Manual of Regulations
- Supplement Number 4 to the Manual of Regulations (Foreign Service Directives)
- Manual of Post Administration — provides administrative procedures for the guidance of posts abroad

Key Contacts

Information on the Department and Canada's external relations can be obtained from several units of the Department.

For general information contact

Department of External Affairs
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

Library (with reading room facilities)
Main Floor, Pearson Building
Telephone: (613) 992-6150

Trade Information Centre
Main Floor, Pearson Building
Telephone: (613) 993-6435 or 1-800-267-8376

An extensive list of publications on external relations including trade can be obtained free by communicating with this Division.

Domestic Information Services Division
C-2, Pearson Building
Telephone: (613) 996-9134

Press Office
C-5, Pearson Building
Telephone: (613) 995-1874

Historical Division
Place du Centre, 5th Floor
200 Promenade du Portage
Hull, Québec
Telephone: (819) 994-3155

Organization

Department headquarters in Ottawa supervises regional passport offices in Canada and missions abroad bearing different names and performing varying functions. Within Canada, the regional offices of the Department of Regional Industrial Expansion (DRIE) support the export promotion program of the Department.

The Department in Ottawa is organized into the Office of the Under-Secretary of State for External Affairs and 12 branches, each under an assistant deputy minister, which supervise the work of the Department on a geographic, functional or administrative basis. Each branch is divided into two or more bureaus, each under a director general. The bureaus in turn are separated into divisions, each under a director.

Office of the Under-Secretary

The Under-Secretary, as deputy head, bears general responsibility for departmental policy and objectives. He or she is assisted by two deputy ministers, one to handle international trade, and the other, foreign political affairs; and by 12 assistant deputy ministers who have responsibility for the different branches of the Department. (See departmental organization chart.) There are also two special ambassadors based in Ottawa, one for disarmament and the other for multilateral trade regulations.

Press Office

This unit is headed by a director who serves as official spokesman to the media for the Ministers and the Department. The director provides the official position on foreign policy and international trade questions. Besides answering questions from journalists and handling the Department's day-to-day press relations, the office arranges general press conferences for ministers, at home and abroad, and special briefings by departmental officials on complex subjects. It issues press releases for the Department and Ministers containing formal announcements of the Department and texts of statements and speeches by ministers. It assists Canadian journalists going abroad on assignment and makes arrangements for journalists accompanying ministers when they visit other countries or attend international conferences. It also organizes programs for members of the press accompanying foreign leaders on official visits to Canada.

Missions Abroad

The *Department of External Affairs Act* defines "head of mission" in broad terms. There are at present 60 ambassadors resident abroad, 18 high commissioners to Commonwealth countries, 24 consuls-general, one commissioner and eight resident heads of mission to international organizations. There are also three small embassy offices with non-resident ambassadors, giving a total of 114 posts abroad, a figure which may vary slightly from time to time. Many ambassadors and high commissioners are doubly accredited, which adds 75 more countries to the list of those where Canada is represented. There are, in addition, 23 honorary consuls in cities with no other resident representative of Canada. Full details may be found in the publication Canadian Representatives Abroad, issued annually. Just over one hundred countries have diplomatic missions in Ottawa and another 25 have non-resident accreditation. Many countries have consulates in principal cities throughout Canada. The departmental booklet Diplomatic, Consular, and Other Representatives in Canada is also issued regularly.

International Organizations

Canada has permanent missions to international organizations. There are missions to the United Nations (UN) in New York and in Geneva, the latter also accredited to the Secretariat of the General Agreement on Tariffs and Trade (GATT) and to the five UN specialized agencies located there. There are permanent representatives to the UN Industrial Development Organization (UNIDO) and to the International Atomic Energy Agency (IAEA), both in Vienna; to the UN Centre for Human Settlements (HABITAT) and to the UN Environment Program (UNEP), both in Nairobi; and to the Food and Agriculture Organization (FAO) in Rome. There is also a permanent delegation to the UN Educational, Scientific and Cultural Organization (UNESCO) in Paris.

There are permanent missions to the North Atlantic Treaty Organization (NATO) in Brussels; to the European Communities (EC), also in Brussels; to the Organization for Economic Co-operation and Development (OECD) in Paris; and the Organization of American States (OAS) in Washington. There are delegations to the Mutual and Balanced Force Reduction Talks (MBFR) in Vienna and to the Conference on Disarmament in Europe (CDE) in Stockholm. In Canada, there is a representative to the International Civil Aviation Organization (ICAO) with headquarters in Montréal.

Access Procedures

Formal requests for information under the *Access to Information Act* should be addressed to

Access to Information and Privacy Co-ordinator
Department of External Affairs
Lester B. Pearson Building
Tower A, Main Floor
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Telephone: (613) 992-1425 or (613) 992-9273

Requests submitted to posts abroad under the *Access to Information Act* will be referred to this unit in Ottawa.

Office of Protocol

The Chief of Protocol through the Office of Protocol handles the accreditation and appointment of foreign diplomatic and consular representatives to Canada, and that of Canadian heads of diplomatic

and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities, respecting both foreign representatives in Canada and Canadian representatives abroad. The Chief of Protocol is the principal liaison between the Department and the Diplomatic Corps accredited to Canada. The office plans, organizes and manages state and official visits to Canada and participates in the logistical planning and conduct of travel abroad of the Governor General, the Prime Minister, the Secretary of State for External Affairs, the Minister for International Trade and the Minister for External Relations. In addition, the office organizes, arranges, and manages official hospitality functions for the Ministers and senior officials of the Department.

Manuals

- Manual of Visits Procedures

Office of the Legal Advisor

The Legal Advisor provides advice to the Under-Secretary on matters of international law to ensure that in the conduct of international relations, full account is taken of existing and emerging principles of international law.

The Legal Affairs Bureau is divided into three areas: the Legal Operations Division handles UN and other multilateral legal issues, peace and security law, the law of the sea, maritime boundaries, environmental and fisheries law, and humanitarian law; the Economic Law and Treaty Division provides advice on subjects such as investment, energy, transport and communications, intellectual property, extraterritoriality, science and technology, and trade agreements and is also concerned with the protection of the property interests of Canadian citizens abroad, including claims arising from the take-over of property by foreign governments; the Treaty Section covers treaty interpretation and the formal aspects of their negotiation, signature, registration, and custody (information on the status of bilateral or multilateral treaties to which Canada is a signatory or party, and copies of these treaties, in English or French, may be obtained from this section); the Legal Advisory Division provides services on private international law such as the authentication of Canadian certificates and documents, and advice on the federal-provincial aspects of Canada's international relations, sovereign immunity, recognition of states and governments, protection of Candian citizens, and diplomatic and consular privileges and immunities.

The bureau also houses an extensive library on international law and contains a unit to give advice on domestic law questions.

Geographic Branches

For the conduct of external relations, the world has been divided into five geographic regions, each constituting a branch under an assistant deputy minister. These are Africa and the Middle East; Asia and the Pacific; Europe; Latin America and the Caribbean; and the United States. Each branch is divided into sub-regional bureaus, with further separation into divisions. The responsibilities and activities of the Geographic Bureaus have much in common and are best described together.

Each bureau is responsible for the management and co-ordination of the full range of relations with its region. Included are the operations of the Canadian posts abroad in their area, their guidance and instruction, and the provision and allocation of resources to them. Under the *Department of External Affairs Act*, a head of mission, as defined, has the management and direction of the mission and the supervision of the official activities of the various Canadian departments and agencies in the country in question.

The work of the Geographic Bureaus is distributed among three types of divisions — relations divisions, trade development divisions and programs divisions. The relations divisions handle bilateral political and economic relations; country, sub-regional and regional analysis and policy; and, where appropriate for Third World countries, aid relations. All the trade development divisions handle export promotion; most of them deal in tourist promotion in conjunction with Tourism Canada, fairs and missions; and some are concerned with investment development. The trade development divisions are the main point of contact for the business community. The programs divisions are concerned with immigration and, in some cases, refugees and family reunification; cultural and academic relations; public affairs including information activities; and the management of visits to and from the area in question.

The structure of the two United States bureaus differs somewhat from that of the other bureaus, as they handle a large number of additional issues and problems. Some of these are of a transboundary character, such as waterways, pollution, the export of energy, trucking, broadcasting and the work of the International Joint Commission and of the International Boundary Commission.

To learn who is the "desk" officer, or the person responsible for a particular country in the field of trade promotion, general relations or programs, the director general of the bureau concerned should be contacted.

International Trade Development Branch

Export Programs and Services Bureau

The bureau is the central point in the Department for the planning, co-ordination and evaluation of federal government policies, programs and initiatives related to export development and promotion. It is responsible for a comprehensive export development strategy providing direction and program support to the Canadian export community.

The Export Finance Division is principally responsible for ensuring that the export financing facilities available to the Canadian business community remain accessible and competitive. It is concerned with all aspects of export credit financing, including discussions in international bodies. The division participates in decisions affecting the Export Development Corporation, the Canadian Commercial Corporation and the Canadian International Development Agency to ensure that their resources are used effectively to further Canadian trade objectives. It takes initiatives related to Canadian procurement in capital projects financed by the World Bank and the regional development banks.

The Program for Export Market Development (PEMD) is designed to help develop and increase the export of Canadian goods and services by sharing with private enterprises the financial risks of entering into new foreign markets. Assistance is based on a sharing of agreed export marketing costs to a maximum of 50%, with the Crown contribution being repayable if the activity is successful.

The Fairs and Missions Division is responsible for financing participation in trade fairs and for outgoing and incoming missions, including visits to Canada by foreign buyers and government trade delegations. It conducts evaluation studies on the results or performance of participation in fairs and trade missions.

The Export Information Division is responsible for developing and implementing, in close collaboration with other trade development sections of the Department, export awareness initiatives, such as the Export Trade Month and the Export Awards Program, as well as responding to general trade enquiries. It operates the trade information centre on the main floor of the Pearson Building, called Info Export.

The Trading House and Countertrade Division provides a responsibility centre within the Department for the activities and interests of trading houses — companies specializing in the exporting, importing and third-country trading in goods and services provided by

others. The division is also responsible for providing support and information to exporters on questions related to countertrade — the barter arrangements by which imported goods are paid for with goods of local production.

The Transportation Division is the departmental focal point for industry development, policies, and issues pertaining to transport in several forms. It advises on and conducts bilateral and multilateral relations in the development and implementation of air transport policy and in this regard supports the Chief Air Negotiator, who is appointed by the Minister of Transport and the Secretary of State for External Affairs. The division ensures consideration of Canadian trade and international relations factors in the development of policies on shipping, surface, and multimodal transport. It handles the departmental interest in the International Civil Aviation Organization (ICAO), with headquarters in Montréal, and the International Maritime Organization (IMO) in London.

Manuals

- Promotional projects program

Agriculture, Fish and Foods Bureau

This bureau provides programs and services specifically adapted to the needs of agri-food and fish exporters, to enhance their contribution to Canada's trade performance. Programs and services include identifying buyers for Canadian products; trade counselling and assistance in development of export marketing plans; market research for agriculture and fish products in key market areas; providing trade leads to exporters; and sponsorship of specialized seminars, missions and trade fairs. The bureau also provides financial assistance, under the special Food and Fish program for export market development (PEMD), to reduce the risks associated with moving into new market areas. The bureau's specialists keep track of trade barriers in the sector to ensure that Canadian business interests are well represented in international trade negotiations.

Grain Marketing Bureau

This bureau co-ordinates and carries out trade development activities and contributes to the development of trade policy for grains and oilseeds products. It has close relations with various Crown agencies, quasi-governmental bodies involved in the grain industry, and the private grain trade. It administers the grains and oilseeds program and, in conjunction with the Departments of Agriculture and Transport, it provides support through the Special Advisory Group on Grains to the Minister responsible for the Canadian Wheat Board. The primary objective of the bureau is to encourage sustained and orderly growth in the production, processing and marketing of grains, oilseeds and their products.

Defence Programs Bureau

The bureau is responsible for the development and management of defence equipment and selected high technology export trade on a worldwide basis. It identifies and evaluates the defence and related export trade opportunities, and promotes policies and strategies to exploit such opportunities. It handles defence production sharing arrangements and agreements with allied and friendly countries.

The Overseas Division is responsible for export market development for Canadian defence and related equipment, in all foreign markets except the United States. This includes NATO defence sharing and bilateral agreements with foreign governments. The United States Division handles export market development for defence equipment in the United States, and the management of the defence production sharing arrangements between the two countries. The Project Marketing Division is responsible for worldwide export marketing promotion for major defence and high technology products. There is also a section for market research and analysis, which provides statistical and other support for the expansion of defence equipment exports.

Technology and Investment Development Bureau

The bureau provides a departmental focal point for participation in policy development in the areas of science, technology, space and communications, and foreign investment. It is a co-ordinating point for the management of international programs related to these subject areas and deals with other interested government agencies. The bureau helps staff Canadian delegations to bilateral and multilateral meetings on these subjects, and works with provincial governments and private sector organizations in both policy and program activities.

Trade Development Policy, Planning and Liaison Bureau

The three divisions of this bureau are designed to provide leadership in trade development matters. The Trade Development Policy Planning Division sets up general trade development objectives, formulates export marketing policies and strategies, and assesses trade development functions and the delivery of programs. It provides advice on the allocation of departmental resources in relation to trade development objectives. The Trade Development Liaison Division is the focal point for the Department's relationship with the private sector, the provinces and other departments with regard to trade development matters. The division formulates strategies of communication and consultation and provides support to the Ministers and senior management of the Department in these matters. It provides the secretariat for the Export Trade Development Board, which advises the Minister of International Trade on export trade policies and programs. The Trade Development Market Research Division does analyses of the export market on the basis of sectors, including market research related to the Defence Industry Productivity Program.

Economic and Trade Policy Branch

Trade Policy Bureau

The Trade Services and General Policy Division is responsible for the development and review of general trade policy, including import policy. This includes the commercial policy aspects of economic summits, quadrilateral trade meetings, the United Nations Conference on Trade and Development (UNCTAD), and the Organization for Economic Co-operation and Development (OECD). The division is also responsible for trade policy issues respecting services, and it handles the Canadian interest in the generalized system of preferences (GSP).

The GATT Affairs Division is responsible for the overall co-ordination and management of Canada's participation in the General Agreement of Tariffs and Trade (GATT) and its subsidiary agreements. This calls for safeguarding and improving access to foreign markets on the basis of the rights and obligations under GATT, including in some instances the use of its dispute settlement machinery.

The Agriculture and Commodity Policy Division covers the international aspects of agricultural trade policy, particularly those involved in the multilateral institutions of OECD, GATT and the Food and Agriculture Organization (FAO). Its responsibility for international commodity agreements and arrangements includes negotiations related to Canada's participation in these and the ongoing involvement in the councils and other bodies charged with the management of the agreements.

The Industrial Trade Policy Division is responsible for international

aspects of industrial policy in the context of Canada's trading relations and obligations. It gives special attention to sectors such as transportation equipment, including automobiles; capital and consumer goods; pharmaceutical and health care products; and to domestic industrial policy issues related to Canada's international trade.

Economic Policy Bureau

The bureau is responsible for the co-ordination and development of policy on international economic issues and the advancement of Canadian economic interests in the international sphere. The International Economic Relations Division examines the worldwide economic situation and deals with the broader aspects of economic issues in meetings such as the Economic Summits and OECD ministerial meetings. It covers the general economic and trade aspects of east-west relations. The International Financial and Investment Affairs Division has the principal responsibility within the Department for questions of international finance, monetary matters, the International Monetary Fund (IMF), international banking and debt issues, industrial and intellectual property covered by patents and copyright, competition policy, Canadian foreign investment policy (Investment Canada), investment issues dealt with in international bodies, and the treatment and conduct of multinational enterprises.

The Economic Relations with Developing Countries Division has the general responsibility within the Department for Canada's policy on development assistance and for the north-south dimension of international economic relations. This includes the co-ordination of Canada's participation in multilateral discussions on economic relations with developing countries in such forums as the World Bank, other development banks of a regional character, the United Nations including UNIDO and UNCTAD, the World Food Program, other international agricultural agencies, and the Development Assistance Committee (DAC) of OECD.

Energy, Resources and Environment Bureau

The Energy and Environment Division seeks to ensure that international policy considerations are taken into account in determining domestic policies and programs in the energy and environment sectors. It works closely with those interested in the export of energy (such as oil and gas) in order to exploit energy trade opportunities, and it manages Canada's international energy relationships. On the environment side, the division co-ordinates Canada's involvement in international issues and is the focal point for policy and technical expertise covering the broad spectrum of environmental questions. It provides support to the geographic sections in the management of bilateral environmental issues. The division is also responsible for Canadian participation in international organizations, notably the UN Environment Program (UNEP).

The Nuclear Division is responsible for the development and implementation of nuclear export policy, including Canada's non-proliferation policy. Its activities include the negotiation and carrying out of Canada's support for the Non-Proliferation Treaty, and relations with other countries in the nuclear policy field. The division works with Canada's nuclear industry, both uranium and reactor, in export activities; and co-ordinates Canadian participation in the International Atomic Energy Agency (IAEA) and the OECD/ Nuclear Energy Agency.

The Resources Policy Division is concerned with the development of domestic policies in the resources sector to ensure that full advantage is achieved in the multilateral trade framework. It covers coal and petrochemicals, metals and minerals, and forest products.

Special Trade Relations Bureau

This bureau is responsible for the development, implementation and administration of import and export control measures under the authority of the *Export and Import Permits Act* and Regulations.

Import Controls I Division handles textiles and clothing. It prepares recommendations to the government on special measures for protection against the disruptive effect of low-cost imports to the textile and clothing industries, handles bilateral export restraint arrangements, and undertakes unilateral action. It co-ordinates the Canadian position under the GATT arrangement regarding international trade in textiles (Multi-fibre agreement).

Import Controls II Division administers the import controls on certain agricultural goods, such as dairy and poultry products, to give effect to the government's supply management and price support policies. It also gives effect to special measures of protection on imports such as footwear, pursuant to injury findings under the *Special Import Measures Act*, and beef under the *Meat Import Act*.

The Export Controls Division is responsible for policy formulation and the administration of controls on exports of military, nuclear and strategic goods; and for the implemention of the government's national security, foreign policy and safeguards objectives. It co-ordinates positions on these either for individual permit applications or for presentation of Canadian views to the Co-ordinating Committee (COCOM), which co-ordinates views on the export of strategic equipment to Warsaw Pact countries and the People's Republic of China. The membership of COCOM includes the members of NATO (except Iceland and Spain) as well as Japan.

The divisions of the Special Trade Relations Bureau are supported by a data processing service that maintains and revises a computerized system of information, including the permits issued by customs brokerage offices across Canada. There are provisions for permit auditing and action on violations.

Manuals

- The Export and Import Permits Act Handbook
- The Handbook of Import Codes
- Notices to Exporters, Instructions
- Notices to Importers, Instructions

Political and International Security Affairs Branch

Multilateral Affairs Bureau

This bureau co-ordinates Canada's general participation in the United Nations and most of the specialized agencies and institutions that form part of the UN system (see International Organizations in introductory section under Organization). It is thus responsible for delegations to the annual General Assembly of the UN and to other meetings and conferences. A special section deals with human rights in many aspects at the international level.

The Commonwealth Division co-ordinates Canada's multilateral relations with the countries of the Commonwealth, as well as the Commonwealth Secretariat in London, and the many Commonwealth official and non-governmental organizations. The most important conference for which it is responsible is the biennial meeting of the Commonwealth heads of government.

International Security and Arms Control Bureau

The Arms Control and Disarmament Division prepares policy on arms control and disarmament in close liaison with the Department of National Defence and other departments and agencies. It is

responsible for guidance to the Canadian delegations to the various United Nations meetings on arms control and disarmament in New York and Geneva and related conferences, including the Stockholm Conference on Security, and Confidence-Building Measures and Disarmament in Europe. One section deals with the several aspects of nuclear weapons and disarmament; another is concerned with the control of conventional weapons, biological and chemical weapons, the reduction of military budgets and the economic aspects of disarmament. The division's public liaison section administers the Department's Disarmament Fund and offers public information. A Verfication Research unit undertakes and commissions studies relating to the verification aspect of arms control and disarmament agreements.

The Defence Relations Division has the general task of co-ordinating and preparing policy proposals on the defence aspects of Canadian foreign policy. It is concerned with the political and defence policy facets of Canada's participation in NATO. It is also responsible for the formulation of Canadian policies on arms control in the east-west context, seeking balanced and verifiable reductions and limitations in the nuclear and conventional forces of members of NATO and the Warsaw Pact. A section deals with bilateral defence relations, in particular North American defence, including North American Aerospace Defence (NORAD) affairs. The head of the section is the Canadian secretary of the Permanent Joint Board on Defence. Another section is concerned with military training assistance to developing countries and Canada's involvement in international peacekeeping operations.

Intelligence Analysis and Security Bureau

The Intelligence Analysis Division produces current and long-term intelligence assessments and liaises with other departments and governments for the exchange and dissemination of intelligence. An interview unit collects information about foreign countries which is not otherwise readily available from Canadian residents. The Security Division is responsible for the personal safety of the Department's personnel; for the security of property and documents, both in Ottawa and abroad; and for liaison with other departments and governments on national security questions involving foreign relations. The Emergency Preparedness Division's responsibilities include countermeasures to deal with international terrorism, contingency planning and crisis management. The last includes the Operations Centre, a focal point for special task forces formed to deal with serious crises.

Economic Intelligence Bureau

The bureau makes intelligence assessments of foreign economic developments relevant to Canada's foreign policy interests. Its work is divided into three geographic divisions: Europe; Asia; and Africa, the Middle East and the western hemisphere.

Social Affairs and Programs Branch

Cultural and Public Information Bureau

There are seven divisions in this bureau. The Academic Relations Division, in conjunction with the Geographic Programs Division, works to develop a sustained interest in Canada among members of the academic community outside Canada, especially in certain countries. The division encourages Canadian studies; manages some post-graduate awards for foreign nationals at Canadian universities; promotes the study of international relations at Canadian universities; and provides, each year, several foreign service visitors on Canadian campuses.

The Arts Promotion Division promotes tours abroad of Canadian performing artists, the exhibition of Canadian art, and participation in film festivals. It is the point of contact in the Department for the cultural community. The Cultural Policy Division handles Canada's relations with the United Nations Educational, Scientific and Cultural Organization (UNESCO) and with other multilateral cultural institutions. It also deals with the international aspects of sports events, both at home and abroad.

The Historical Division collects and disseminates information on the Department's evolution and Canada's past foreign policy. It develops relations with those in the academic community who are interested in research work on foreign affairs and wish to have access to the Department's historical records.

Three information divisions have the task of supporting Canadian foreign policy objectives by making Canada known abroad, assisting trade promotion programs, and creating within Canada an understanding of the government's foreign policy and the activities of the Department. The Domestic Information Services Division fosters domestic awareness of Canada's foreign policy and answers enquiries from Canadians on external relations, including trade relations. The External Information Services Division determines policies and activities to support programs of public information undertaken by Canadian posts abroad and produces material in several languages on Canadian foreign policy and international trade for the different media. Some of the material is readily available in published form. The International Exhibitions Division handles Canadian participation in world exhibitions, the circulation of special exhibits, and is responsible for the international promotion of EXPO '86 in Vancouver.

Manuals

- Film Manual

Immigration and Social Affairs Bureau

Since April 1981, the Department of External Affairs has been responsible for the delivery of the Immigration Program abroad. The Canada Employment and Immigration Commission (CEIC) sets overall policy and administers the *Immigration Act* and the immigration program in Canada. The Immigration Affairs Division provides guidance to posts abroad on the delivery of the Immigration Program while the Social Affairs Division has a comparable responsibility for the Refugee Program. As explained above, the programs divisions in the geographic bureaus are responsible for the day-to-day management of immigration programs in the countries of their regions. There are visa sections located in many Canadian missions abroad that handle the selection and processing of immigrants and visitors.

Two Consular Divisions — Policy and Operations — are responsible for the protection of and assistance to Canadian citizens abroad who encounter difficulties or require government services. In some countries there are honorary consuls to assist Canadians. Contingency planning for emergency situations and advice on avoiding pitfalls is given to Canadian travellers. Consular conventions and agreements have also been made with some countries, as have agreements for the transfer of offenders. The Social Policy and Programs Division is responsible for refugees and humanitarian assistance and for the international aspects of social issues such as the advancement of women, use of drugs, crime, indigenous people and population questions.

Manuals

- Immigration Manual (Selection and Control)
- Immigration Manual (Legislation)
- Immigration Manual (Examination and Enforcement)
- Manual of Consular Instructions

Federal-Provincial Co-ordination and Francophone Affairs Bureau

The Division for Federal-Provincial Co-ordination is responsible for developing policies and procedures to ensure that the international interests of the provinces are compatible with the conduct of Canada's foreign relations. It seeks to co-ordinate the activities abroad of the federal and provincial governments and maintains close contact with provincial officials; it co-ordinates provincial participation in international conferences in fields such as education; and it is involved in visits abroad by provincial authorities and by foreign dignitaries to the provinces.

The Francophone Affairs Division co-ordinates Canada's multilateral relations with French-speaking countries in relevant matters, especially through the Agence de coopération culturelle et technique (Agency for Cultural and Technical Co-operation) with headquarters in Paris. It also arranges participation in French-speaking conferences on education, youth and sports, and liaises with non-governmental francophone associations.

Administration Branch

This branch serves the Department in Ottawa and Hull and the missions throughout the world through five bureaus.

Passport Bureau

The bureau issues passports to Canadian citizens in Canada. The main passport office in Hull has a public counter and there is also one at headquarters in the Pearson Building in Ottawa. There are 16 regional offices: Calgary, Edmonton, Fredericton, Halifax, Hamilton, London, Montréal, Québec, St. John's, Saskatoon, Toronto, North York (Toronto), Vancouver, Victoria, Windsor and Winnipeg. Passport services are provided abroad at Canadian diplomatic missions and consulates.

The Passport Bureau also issues Certificates of Identity and United Nations Refugee Convention travel documents to non-Canadian legal residents and those currently living in Canada who are eligible to receive them.

Manuals

- Passport Office Administrative Procedures Manual
- Passport Office Handbook of Examining Practices
- Passport Policy Manual
- Passport Office Operating Procedures Manual

The Finance and Management Services Bureau

This Bureau directs the Department's expenditure accounting operations at home and abroad; designs, develops and operates the Department's financial planning and analysis system including the preparation and presentation of the departmental budget estimates; and plans and provides a range of management services at headquarters and posts abroad including designing and implementing computer systems and providing computer services.

Manuals

- Manual of Financial Management
- Post Administration Diary

The Communications and General Services Bureau

This bureau manages the records system at headquarters and advises on records management activities at posts. Among other services it gives support to the retrieval of records for the Department's obligations under the Access to Information and Privacy Acts. The Telecommunications Division provides a worldwide network for communications between government departments and agencies and representatives abroad. It operates the diplomatic courier services and a telephone program for missions abroad.

Library Services operates the main library on the ground floor of the Pearson Building for the Department's use and also for professors, students and other researchers, from Canada and abroad, who wish to study international relations. The resources include books, documents of international organizations, periodicals, newspapers and press clippings. There is an International Trade Data Bank, a system designed to provide detailed reports for use by potential Canadian exporters on trade flows between the larger trading countries.

Manuals

- The Records Classification Guide

The Physical Resources Bureau

This bureau is responsible for the planning, and provision through purchase, lease or construction of all Crown-held property that the Department provides in support of the government's integrated foreign operations. These include the acquisition of related materiel and the provision of maintenance services for embassy properties abroad.

Manuals

- Manual of Property Management
- Guidelines for Fire Safety at Post Abroad
- Manual of Materiel Management
- Property Management Technical Guides

The Management Review and Audit Bureau

This bureau provides the Under-Secretary with independent appraisals of the appropriateness of departmental programs and activities and of the efficiency and effectiveness with which they meet objectives. The bureau undertakes independent audits and reviews of all the programs and operations at diplomatic and consular posts abroad. It seeks to assist all levels of management abroad and at headquarters in the effective discharge of their responsibilities.

Manuals

- Handbook for Inspectors

Access to Information and Privacy

This unit, headed by a co-ordinator, is responsible for the Department's compliance with the *Access to Information Act*, which provides access to information under the control of the Government of Canada, and with the *Privacy Act*, which protects the privacy of individuals and provides individuals with a right of access to personal information about themselves. Requests for access to government records controlled by this Department are made to this unit.

Personnel Branch

The branch, which is concerned with the whole range of the Department's human resources, is divided into three bureaus which handle recruitment, training and development, staffing and service abroad, appraisal, promotion and remuneration of officers and administrative staff, as well as, to some extent, locally engaged employees abroad. Some headquarters personnel are classified as non-rotational but many of the bureaus' functions relate specifically to the operations of the Foreign Service, such as assignment to missions and conditions and compensation of service outside Canada. A Posting Services Centre gives advice to those going on foreign service. One division is responsible for all aspects of the Department's official

languages program and another unit handles foreign language training.

Manuals

- Personnel Administration — Appraisal and Promotion Systems
- Manager's Guide to Personnel
- Personnel Administration — Locally Engaged Staff
- Code of Conduct and Conflict of Interest Guidelines
- Discipline
- Diplomatic and Consular Relations and Protocol

Policy Co-ordination Branch

This branch consists of a bureau for corporate management, a bureau for the co-ordination of government policy and operations, and the Policy Development Secretariat.

The Corporate Management Bureau

This bureau is concerned with the overall planning and evaluation of the Department's operations and management, including the allocation of resources. It also includes the senior management secretariat, which prepares a broad range of policy and administrative information for the deputy ministers and the Ministers and the Department at large. The Secretariat serves principal committees of the Department; co-ordinates official visits abroad, visits by foreign representatives to Canada, and representation at major international meetings; and provides the departmental liaison for parliamentary relations.

The Policy Development Bureau

The Cabinet Liaison and Co-ordination Division ensures that the three Ministers of the Department receive full information and briefing on the international and departmental implications of submissions to Cabinet. It also co-ordinates departmental submissions to Cabinet.

Other divisions of the bureau provide advice to senior management of the Department on medium- and long-term policy and on new policy options and directions. They provide advice in both political/strategic and trade/economic policy areas. They also draft notes for speeches on contemporary policy themes.

Classes of Records

DEA/XDX-005 *Formerly Identified as:* EA-10
Office of Protocol
Description: Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries; diplomatic privileges and immunities; and the planning, organization and management of state and official visits to Canada. *Topics:* Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad — heads of post, consular officers, special envoys; foreign representatives in Canada — heads of post, political advisors, military advisors, commercial advisors, special advisors; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonials; honours and awards; hospitality and security of foreign diplomatic missions in Canada.

DEA/JCX-010 *Formerly Identified as:* EA-20
Legal Operations
Description: Information on maritime legal questions, international legal activities in the environmental field and UN legal issues. *Topics:* Territorial and high seas matters; fishing zones; fisheries agreements; fishing treaties; fisheries regulations; fisheries exports; international fisheries commissions; fish stocks; maritime boundaries; transboundary fish stocks; fisheries negotiations; fisheries conservation; marine scientific research; marine mammals; Law of the Sea; continental shelf; international seabed area; compensatory financing; transfer of technology; Arctic sovereignty; deep-seabed enterprise; seabed authority; nickel production; marine environmental protection and preservation; marine vessel traffic agreements; navigation safety; admiralty law; marine pollution control; bonding arrangments; oil and hydrocarbon exploration; transportation regulations; environmental law; environmental relations; offshore mining and drilling; air pollution control; weather modification; aviation organizations; outer space law; international space committees; space agreements and treaties; human rights; refugees; terrorism; hijacking; disarmament; direct broadcast satellites; nuclear-powered satellites.

DEA/JCX-015 *Formerly Identified as:* EA-30
Economic Law and Treaties
Description: Information on Canada's international economic relations, trade and commodity agreements and related matters. *Topics:* Trade agreements; commodity agreements; constitutional law; international dispute settlement; international organizations; international investment; international industrial policy; international commercial arbitration; international energy issues; jurisdictional issues; sanctions and boycotts; transport and communications; international bankruptcy issues; foreign and domestic claims; international development; international finance; International Law Commission; treaty negotiation, interpretation, registers, procedures and publication.

DEA/JCX-020 *Formerly Identified as:* EA-40
Legal Advice
Description: Information on questions of public and private international law and international relations. *Topics:* Policy and plans; reports and statistics; judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states and governments; provincial participation in international agreements; passport matters; defence regulations; security matters; transfer of offenders; narcotics control; transborder police operations; immigration legislation and regulations; extradition; childnapping; private international law; administrative law; private institutional law; maintenance orders; letters rogatory; depositions; service of documents.

DEA/FGB-025 *Formerly Identified as:* EA-50
Geographic Branches
Description: Information on the formulation and conduct of Canadian policy; the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated; bilateral matters involving diplomatic missions of other countries in Canada and policy advice; information on the activities of the branches and involvement with the public and private sectors in Canada's trade relations; the drawing up and negotiating of bilateral and multilateral agreements, acts, regulations, quotas and standards pertaining to Canada's foreign trade. *Topics:* Policy and background; trends in global, international and national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to heads of post; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism;

interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups and elections; provincial and municipal affairs; communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues; trade relations; immigration consultation and research; exchange of information for the trade sector; international trade relations; associations; clubs and societies; commodities; companies; conferences, seminars, conventions and meetings; committees; co-operation and liaison; economic and political conditions; environmental conditions; international organizations; statistics; taxation and taxes; tourism; transportation; acts, legislation and regulations, food and drug regulations; immigration acts and regulations; marketing and labelling acts; standards; agreements; customs and tariffs; export and import controls; financing and aid; Canadian banks and financial institutions; Canadian Commercial Corporation; contracts and tenders; development banks; foreign banks and financial institutions; government financing and aid; investment; international trade; assistance to exporters and importers; Canadian capabilities and competitiveness; Canadian trade; industrial co-operation; joint ventures; international economic boycotts; programs; selective identification systems for multilateral project opportunities; overseas projects; third country operations; fairs and exhibitions; missions and visitors. *Note:* The records of the Programs Divisions, in fields such as immigration, cultural relations and information activities, form part of the records of the general functional bureaus of the Department, described elsewhere.

DEA/TFB-030 *Formerly Identified as:* EA-60
Export Programs and Services
Description: Information on policies and special issues in the international marketing area that are generally non-recurring. Also included is a broad range of information on the international marketing policies and activities of a variety of public and private sector organizations; federal government programs of export education assistance to business and to export education activities of various public and private sector organizations; information on the activities of the federal government and private sector groups in gathering and disseminating market intelligence; information on the development of export marketing strategies for particular foreign country markets; federal government incentive and assistance programs related to export marketing; information on export publicity and initiatives; information on the activities of trading houses and questions of countertrade or barter arrangements; and information on Canadian and international policy in the area of transportation. *Topics:* International marketing policy; co-operation and liaison; export marketing liaison; export education; foreign market intelligence; export marketing planning and co-operation; market strategy; programs; development banks; OECD; Export Trade Month, Export Awards Program, trading houses, countertrade operations; policies and plans in the field of transport; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; companies; civil aviation; merchant shipping; railways; roads; multimodal transport.

DEA/TFB-035 *Formerly Identified as:* EA-70
Agriculture, Fish and Food Products
Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural, fish, grocery, livestock, meat and dairy products on a national and international basis, including world market situations and the general economic development of such Canadian industries. Also included is the bureau's involvement with various associations and organizations from the public and private sectors and other countries, missions, visits, trade fairs, grants, loans and contributions programs designed to assist the industries in the development and marketing of their products. *Topics:* Agricultural products; feed; fresh fruits; fresh vegetables; pulses; seeds; tobacco; aquaculture; companies; foreign countries; fresh water species; groundfish; industrial fishery products; marine mammals; marine plants; pelagic species; provinces; roes; caviar; salmon; sharks; swordfish; shellfish; grocery products; baked goods; beverages; fruit and vegetables; grain-based products; international commodities; processed foods; dairy products; fur products; livestock; meat; poultry; agricultural intelligence; agricultural reporting; associations; clubs; societies; energy conservation and reduction; fairs and missions; food industry; market surveys; missions and visits; tariffs; trade agreements; negotiations; treaties; transportation; FAO programs generally; Program for Export Market Development (PEMD); programs of other departments.

DEA/TFB-040 *Formerly Identified as:* EA-80
Grain Marketing
Description: This class contains information relating to the activities of the Canadian grain exporting and processing firms. Included are outgoing and incoming trade missions; visits of buyers; technical seminars; feeding trials; grants, loans and contributions programs designed to help the grains and oilseeds industry in the development and marketing of new produts; research surveys and analysis of the industry; the development and administration of various acts and legislation governing the activities of the Canadian grain industry; trade agreements and treaties; production and marketing nationally of Canadian products; world market situations; general economic development of the industry; involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations; foreign market conditions; trade laws; regulations; and agricultural production. *Topics:* Fairs and missions; visits; grain missions to foreign countries; market development studies; industry sector profiles; research; marketing analysis; Rapeseed Utilization Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Grains and Oilseeds Marketing Incentive Program; Enterprise Development Program; acts and legislation; grains policy; markets for grain; markets for oilseeds; programs, grains; transportation and handling; grains financial matters; fats and oils; associations, institutions and organizations; committees; conferences and meetings; companies; corporations and firms; provincial governments; federal government departments and agencies; economics.

DEA/TFB-045 *Formerly Identified as:* EA-100
Defence Programs
Description: This class covers information concerning the policies and procedures on the industrial and trade aspects of defence programs, research, development, marketing and production of defence products; Canada-U.S. defence development and production sharing; activities of NATO, its committees and groups. *Topics:* Defence programs generally; acts, legislation and treaties; export controls; trade restrictions; defence industry productivity program; military training assistance to non-NATO countries; program for export market development; products; associations; companies; countries; Canada-U.S. defence development and production sharing generally; defence development sharing arrangements; defence production sharing arrangements; NATO generally; committees; Airborne Early Warning; Industrial Advisory Group; Maintenance Supply Services Agency.

DEA/TFB-050 *Formerly Identified as:* NO REFERENCE
Technology and Investment Development (New)
Description: Information on trade relations and policies as they relate to the science, technology, space and communications industries; the export market for these industries as well as the development and implementation of marketing strategy for their products and services; foreign investment; the international aspects of science, technology, space and telecommunications. *Topics:* Industry trade policies,

industry sector policies, profiles and strategies; Telidon marketing generally; development banks; special marketing; trade shows; companies; programs; foreign investment; science, technology and communications policy and plans; reports and statistics; treaties and agreements; organizations and conferences, legislation and regulations; visits and exhibitions; branches of science, training; research; scientific information; scientific manpower; technological development; standards; time and the calendar; outer space; satellites; tracking; balloons; legal aspects; research and development; telecommunications satellites; radio, telephone and telegraph; television; cable; computer communications.

DEA/TFB-055 *Formerly Identified as:* NO REFERENCE
Trade Development Policy, Planning and Liaison (New)
Description: Information on the development of export marketing strategies, including material provided as contributions or comments by other departments, provinces, private sector groups and academic institutions; federal government programs related to export trade developments and government policies which affect export market developments and the operations of the Export Trade Development Board. *Topics:* Policies related to export development; Export Trade Development Board; provincial affairs; economic development; Canadian industry policy development; industrial development; trade development.

DEA/EFB-060 *Formerly Identified as:* EA-110
Trade Policy
Description: Information on international trade, customs tariffs, international trade conferences, trade promotion, policies and restrictions, trade agreements, export controls, strategic controls and embargoes, trade in services. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; low-cost imports; surplus disposal; subsidies; quantitative restrictions; state trading; commercial relations; trade promotion; trade fairs; tourism; quarantine regulations; strategic trade controls.

DEA/EFB-065 *Formerly Identified as:* EA-120
GATT Affairs
Description: Information on the co-ordination and management of Canada's participation in the General Agreement on Tariffs and Trade. *Topics:* Policy; charter; relations; membership; secretariat; financing; public relations; documents; sessions; council meetings; multilateral trade negotiations.

DEA/EFB-070 *Formerly Identified as:* EA-130
Agriculture and Commodity Policy
Description: Information on international aspects of agricultural trade policy and international commodity agreements. *Topics:* Agricultural industry; food and agriculture; commodity trade; policy and plans; organizations and conferences; treaties and agreements; schools and training; visits.

DEA/EFB-075 *Formerly Identified as:* NO REFERENCE
Industrial Trade Policy (New)
Description: Information on trade relations and policies as they relate to domestic industrial policy. *Topics:* Transportation equipment including the importation of automobiles, capital and consumer goods, pharmaceutical and health care products.

DEA/EFB-080 *Formerly Identified as:* EA-140
International Economic Relations
Description: Information on international and domestic studies; trends and conditions; discussions on international economic policy and relations; macroeconomic questions; OECD activities and Economic Summits; east-west multilateral economic issues, including Basket II of the Conference on Security and Co-operation in Europe and the Economic Commission for Europe. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; budgets; industrial organizations; regional economic groupings; scientific and technical co-operation in industry; joint ventures.

DEA/EFB-085 *Formerly Identified as:* EA-150
International Finance
Description: Information on international finance and monetary matters, the activities of public and private agencies in the field of banking, investment and insurance. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; taxation; public debt; currency; foreign exchange and payments; capital movements; banking; gold; insurance; domestic investment; foreign investment; control of assets; companies and co-operatives; industrial property; multinational enterprises.

DEA/EFB-090 *Formerly Identified as:* EA-160
Economic Relations with Developing Countries
Description: Information on international economic development, Canada's policy on development assistance and North-South issues. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation; international co-ordination; project assistance; non-project assistance; technical assistance; food aid; export development; relief; volunteer services.

DEA/EFB-095 *Formerly Identified as:* EA-170
Energy and Environment
Description: Information on questions and negotiations concerning conventional and new forms of energy; international energy policy co-ordination; economic and commercial developments; and Canadian and international policy and activities in the field of the environment. *Topics:* Policy and plans; reports and statistics; treaties and agreements, organizations and conferences; legislation and regulations; visits; electricity; petroleum and natural gas; conservation; coal; energy research and development; environmental research and development; protection of nature; wildlife and aquatics; prevention of diseases; social development; pollution; pollution by industry; pollution by radiation; land spoliation; air, water and transportation pollution.

DEA/EFB-100 *Formerly Identified as:* EA-180
Nuclear
Description: Information on questions and negotiations concerning nuclear energy, safeguards, international nuclear energy policy co-ordination, and economic and commercial development. *Topics:* Policy and plans; reports and statistics, co-operation and agreements; organizations and conferences; legislation and regulations; visits; IAEA co-operation; technical assistance and information; research and development; safeguards; export and import; safety standards.

DEA/EFB-105 *Formerly Identified as:* NO REFERENCE
Resources Policy (New)
Description: Information on trade relations and policies as they relate to resources industries; information on export markets and marketing strategies for these industries. *Topics:* Coal and petrochemicals, metals and minerals, industrial materials and forest products.

DEA/EFB-110 *Formerly Identified as:* EA-210
Special Trade Relations
Description: Information relating to government administration of the *Export and Import Permits Act* and any other related acts and regulations; the Bureau's activities and involvement with individual companies in the area of export and import quotas and market restraints; the Bureau's activities in the control of imported and exported commodities; and its dealings with concerned government and non-government agencies. *Topics:* Legislative Acts; consultations and negotiations, country agreements, permits and certificates, violations and prosecutions; companies; general correspondence; commodities; policy, injurious imports; textiles, clothing, footwear;

agricultural products; electronic products; other exported items; associations and general economic data; countries; general correspondence; government departments and agencies; associations, statistics and correspondence.

DEA/IFB-115 *Formerly Identified as:* EA-220

United Nations Affairs

Description: Information on the organization, structure, administration, relations and sessions of the United Nations; including the Security Council, the General Assembly, and other UN organizations such as the International Labour Organization (ILO), Food and Agriculture Organization (FAO), International Civil Aviation Organization (ICAO), United Nations Centre for Human Settlements (HABITAT), United Nations Environment Program (UNEP), International Telecommunications Union (ITU), Universal Postal Union (UPU), and International Maritime Organization (IMO); information on Canada's participation in United Nations social and humanitarian activities. *Topics:* Policy and programs — character, relations with countries, specialized agencies, inter-governmental organizations, non-governmental organizations, membership; Secretariat — finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly — rules and procedures, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council — rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council — sessions; United Nations system, including above agencies; policy; plans; programs; international, national and non-governmental human rights organizations and conferences; reports and statistics; international co-ordination; promotion of human rights; human rights violations; treaties and agreements; multilateral human rights matters and policies.

DEA/IFB-120 *Formerly Identified as:* EA-230

Commonwealth

Description: Information on Canada's participation in Commonwealth programs and activities. *Topics:* Policy; development; membership; Prime Ministers' meetings; inter-governmental conferences; organization of Royal visits; Queen and Royal Family; Commonwealth ministerial meetings and conferences; functional co-operation and the activities of non-governmental organizations.

DEA/IFB-125 *Formerly Identified as:* EA-240

Arms Control and Disarmament

Description: Information on various issues involved in formulating advice and recommendations on policy and positions intended to control the arms race. *Topics:* Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures; plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers; reduction and elimination of chemical and biological warfare (CBW) weapons; reduction of conventional armaments and armed forces; military budgets; foreign bases; transition from stage to stage of disarmament; outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research; suspension of nuclear tests — policy and positions, treaties and agreements; organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences.

DEA/IFB-130 *Formerly Identified as:* EA-250

Defence Relations

Description: Information on the development and co-ordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; visits; Canadian forces, foreign forces, defence authorities; visiting forces; bilateral relations — Canada; bilateral relations — other countries; armed forces — policy and procedures, co-ordination personnel, navy, army, air force, paramilitary forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; peacekeeping; defence research; military information; air defence systems; manoeuvres and exercises; bases, installations and related activities; arms sales; military transportation; communications; aircraft clearances; military assistance; mobilization for war; outer space; service attachés; civil defence and emergency planning.

DEA/IFB-135 *Formerly Identified as:* EA-260

Intelligence Analysis

Description: Information on the collection and analysis of foreign political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources that provides a basis for policy formulation on matters affecting Canada's interests. *Topics:* Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. *Retrievability:* Major case files are arranged by country, international organization or individual.

DEA/IFB-140 *Formerly Identified as:* EA-270

Security

Description: Information on matters concerning the physical security of documents, communications and buildings, and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. *Topics:* Policy and co-ordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; passport security; immigration security; foreign intelligence activities in Canada; communist and pro-communist parties and organizations; vulnerability; exchange and release of information; travel by Canadian residents; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances.

DEA/IFB-145 *Formerly Identified as:* EA-280

Economic Intelligence

Description: Information on the collection and analysis of economic intelligence furnished by other federal departments and agencies, the public media, foreign governments and international organizations that provides a basis for policy formulation on matters affecting Canada's economic interests. *Topics:* Policy and plans; reports and studies; agreements; organizations and conferences; legislation and inter-governmental conferences; international associations and private organizations.

DEA/SFB-150 *Formerly Identified as:* EA-290

Academic Relations

Description: Information on awards, scholarships, fellowships and exchange programs offered by the Canadian government to nationals of certain countries; teaching, research and relations with foreign and Canadian academics and universities. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; exchange of persons; universities; education associations; awards, scholarships, fellowships; teaching, research and publications.

DEA/SFB-155 *Formerly Identified as:* EA-300
Arts Promotion
Description: Information on the promotion of cultural relations between Canada and other countries. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history.

DEA/SFB-160 *Formerly Identified as:* EA-310
Cultural Policy
Description: Information on Canada's multilateral relations with UNESCO and other international and regional organizations, sports presentations and international competitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; legislation and regulations; visits; exchanges of persons; sports presentations and international sports competitions.

DEA/SFB-165 *Formerly Identified as:* EA-320
Historical Information
Description: Information on archival documents, studies on Canadian foreign policy and international issues, departmental history and data on Canadian representation abroad. *Topics:* Policy and planning; reports and statistics (country programs); organizations and conferences (access and briefing books); custody of oral history interviews (access authorization by person interviewed required); compilation and editing of state papers (Documents Series); and special publication projects.

DEA/SFB-170 *Formerly Identified as:* EA-330
Domestic Information Services
Description: Information on activities and materials used to inform Canadians about Canadian foreign policy, international relations and the Department's services, including trade promotion. *Topics:* Policy and plans; reports and statistics; organizations and conferences; conventions and agreements; visits; exchange of information; requests for information; press; publications and visuals; editorial services; distribution; technical equipment and supplies; External Affairs publications; official publications in Canada; non-governmental publications; newspapers; local press; news agencies and press associations; feature materials and visual materials; photographs, filmstrips and recordings; graphics; exhibits and displays; motion pictures; radio and television; T.V. films and tapes.

DEA/SFB-175 *Formerly Identified as:* EA-340
External Information Services
Description: Information materials on Canada sent to other countries, including information on Canadian government policies and programs, and the development of international trade. *Topics:* Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press; External Affairs publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events.

DEA/SFB-180 *Formerly Identified as:* EA-350
International Exhibitions
Description: Information on liaison and representation at the International Bureau of Exhibitions in Paris and world exhibitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; visits; exhibits and displays.

DEA/SFB-185 *Formerly Identified as:* EA-360
Immigration Affairs
Description: Information on matters relating to Canadian immigration services. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; adoption; asylum; employment authorizations; bonds and security deposits; briefs and submissions; citizenship; complaints; data system; death of immigrants; demography; education and training; enforcement; examinations; exclusion and removal; federal-provincial relations; identification and travel documents; illegal entry; marriage and divorce; military personnel; Minister's permits; posts and posts' operations; recruitment and selection; convention refugees and designated classes; religious groups and sects; settlement; special events; terrorism; transportation; accommodation; repatriation of immigrants; emigration; research projects.

DEA/SFB-190 *Formerly Identified as:* EA-370
Consular Policy
Description: Information on Canadian consular policy matters. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; enquiries and complaints; consular conventions and understandings; diplomatic and official visas; co-ordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry.

DEA/SFB-195 *Formerly Identified as:* EA-380
Consular Operations
Description: Information on Canadian consular operations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control; services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offences, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates, reunification of families; and visa registration.

DEA/SFB-200 *Formerly Identified as:* EA-390
Social Policy and Programs
Description: Information on Canada's participation in international social and humanitarian activities; national and international health questions and refugee matters. *Topics:* Reports and statistics; organizations and conferences; visits; social development; studies and research; urbanism; manners and customs; welfare and services; social problems; law enforcement; legal profession; religion; minorities and race relations; population; policy and plans; treaties and agreements; legislation and regulations; diseases; medical training and health services; medical profession; atomic radiation; research; hygiene and sanitation; physical fitness; food and drugs; refugee voluntary agencies; refugee centres; re-establishment and repatriation.

DEA/SFB-205 *Formerly Identified as:* EA-400
Federal-Provincial Co-ordination
Description: Information on provincial involvement in international activities; provincial or federal-provincial implications for Canadian relations with foreign countries and groupings; the national unity issue as it affects Canada's foreign policy and international relations; provincial aid projects under CIDA; and visits abroad by provincial representatives as well as visits of foreign representatives to the provinces. *Topics:* Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; visits abroad of provincial personalities; foreign visitors to Canadian provinces; provincial representatives abroad; foreign representatives in Canadian provinces; implications for Canadian relations with other countries and groupings; agriculture; aid; consular affairs and visas; cultural affairs; economic affairs; finance and trade; education; health; human environment; immigration; information and public relations; labour; natural resources; science; social affairs; telecommunications and

outer space; tourism; transportation; emergency plans; civil defence and NATO.

DEA/SFB-210 *Formerly Identified as:* EA-410
Francophone Affairs
Description: Information on the multilateral aspects of Canada's relations with French-speaking countries; formulation and implementation of Canadian policy; co-ordination of the Canadian contribution to their aid programs; establishment and co-ordination of Canadian participation in various meetings of an official or semi-official nature; inter-governmental conferences; international associations and private organizations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; inter-governmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange.

DEA/MCB-215 *Formerly Identified as:* EA-420
Passport Bureau
Description: Information on the issue of passports to Canadian citizens in Canada and abroad, Certificates of Identity and United Nations Refugee Convention travel documents. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; surveys and studies; information activities; public relations; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, eligibility, issue, validation and amendment, and categories; emergency certificates; certificates of identity; control lists; lost or stolen passports; denial of services; fraudulent activities; security precautions.

Deleted Classes of Records

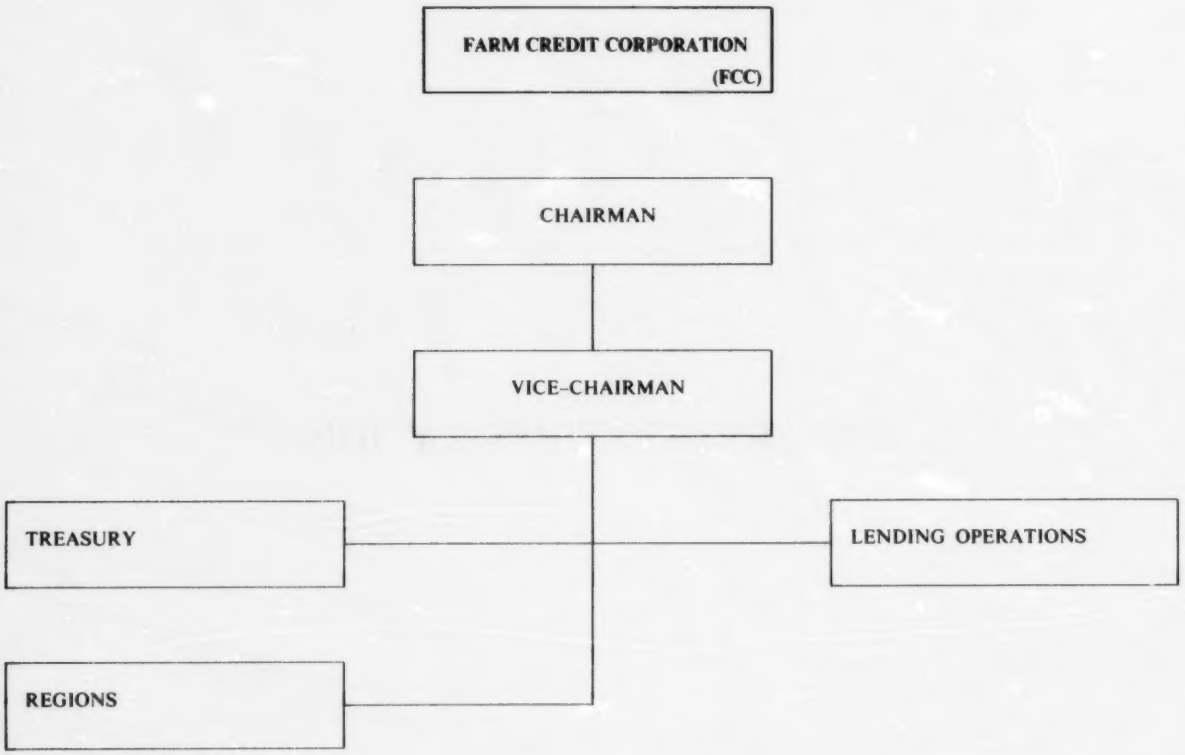
These classes of records have been deleted because the information can now be found in other classes of records.

EA-90 Industries and Resources
EA-190 Transportation
EA-200 Science, Technology and Communications

FARM CREDIT CORPORATION

Chapter 43

FARM CREDIT CORPORATION



CENTRALIZED CLASSES OF RECORDS

005 Legislation, Organization and Policy
010 Farm Credit Act Lending Policy
015 Farm Syndicates Credit Act Lending Policy
020 Farm Appraisal System and Benchmarks
025 Operational Staff Training
030 Advisory Services
035 Special Programs
040 Research Policy
045 Agricultural Statistics and Economics
050 Research
055 Statistical Information and Programs
060 Technical Information
065 Conferences
070 Projects and Reports
075 Financial Model
080 Land Transfer Plan Loan Administration
085 Farm Syndicates Credit Plan
090 Farm Credit Act Loan Administration
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ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
FARM CREDIT CORPORATION
P.O. BOX 2314, STATION D,
OTTAWA, ONTARIO
K1P 6J9

FARM CREDIT CORPORATION

Overall Responsibilities

The Farm Credit Corporation (FCC) is a federal Crown agency charged with the administration of the *Farm Credit Act* and the *Farm Syndicates Credit Act*. The objective of the legislation is to provide Canadian farmers with long-term credit programs that will ensure sufficient financial resources to permit the establishment and expansion of economically viable farm enterprises.

Laws and Regulations

- Farm Credit Corporation Legislation
- Related Federal Credit and Development Legislation
- Operations Control and Policy Development
- Conferences, Legal Counsel, General Administration
- Organization — Department of Agriculture
- Organization of the Corporation
- Policy and Procedures
- Committees
- H.O. Memoranda and Circulars
- Special Studies and Reports on Agriculture

Organization

In order to fulfil its mandate, the Corporation has established a network of offices throughout the farming community in all ten provinces. Corporate headquarters is located in Ottawa. Seven regional offices, each having its own complement of district and field offices, service the agricultural community across the country. Regional boundaries correspond geographically with provincial boundaries, except for Atlantic Canada, where the four provinces are covered by a regional centre located in Moncton, New Brunswick. Nationally, the Corporation has 111 offices to serve the farming public.

Corporate headquarters is organized into eight distinct component groups. These are composed of the chairman's office, lending operations, treasury, financial services, legal services, communications, corporate audit, and management services. Regions are functionally organized into a lending services group, including all field operations, and a loan administration group.

The chairman is chief executive officer of the Corporation and is responsible for the supervision and direction of all work and staff of the Corporation. The chairman presides at all meetings of the board of the Corporation, executes instruments requiring his signature, and performs all duties, and exercises all powers incident to his office, and any other duties and powers as may be assigned to him by the board or by statute.

The vice-chairman is a member of the board of the Corporation and exercises all of the powers and duties of the chairman in his absence. As chief operating officer, he directs all work and staff engaged in treasury, lending operations, and management services of the Corporation and exercises all other powers and duties as may be assigned to him by the chairman or the board of the Corporation.

Access Procedures

Formal requests under the *Access to Information Act* should be sent to

Access to Information Co-ordinator
Farm Credit Corporation
P.O. Box 2314
Postal Station D
Ottawa, Ontario
K1P 6J9
Telephone: (613) 996-6606

Lending Operations

This group directs, controls and advises on lending research, advisory and loan administration services, and special programs. It is also responsible for enforcement of the Corporation's loan security in accordance with corporate policies.

Manuals

- Farm Credit Act — Policy and Procedures
- Farm Syndicates Credit Act — Policy and Procedures
- Loan Administration — Policy and Procedures
- Advisory Services — Policy and Procedures

Classes of Records

FCC/ADM-005 *Formerly Identified as:* FCC-10
Legislation, Organization and Policy
Description: Information on legislative drafts and amendments, organizational changes, policy development, and system procedures development. *Topics: Farm Credit Act* and *Farm Syndicates Credit Act* — interest rate and regulations; loans to Indians; small farm development; land transfer plan terms and conditions; operation control and policy development; acts and regulations amendments; conferences (general, regional and appraisal); policy and procedural manuals; annual reports; committees — general, advisory, policy, standing, agricultural and senior management; appeal boards; circulars; Task Force on Agriculture; agents and solicitors; management audits.

FCC/ADM-010 *Formerly Identified as:* FCC-30
Farm Credit Act Lending Policy
Description: Policy directives, rulings and reports on the *Farm Credit Act* lending policy. *Topics:* Correspondence; guidelines; specialized enterprises; two-province loans; capital restrictions; low-income farmers; Indian loans; Department of Regional Economic Expansion (DREE), capital monitoring; eligibility; vertical integration; Hutterites and Mennonites; co-operatives; corporations; partnerships; security, production, marketing; purposes, amount, terms and conditions of loans; interest rates; appraisal fees; forms and procedures; loan monitoring; flood risk areas.

FCC/ADM-015 *Formerly Identified as:* FCC-40
Farm Syndicates Credit Act Lending Policy
Description: Policy directives, rulings, reports and analyses on the *Farm Syndicates Credit Act* policy. *Topics:* Policy; correspondence; eligibility; purpose of loan; amount of loans; terms and conditions of loans; forms and procedures; operational analyses.

FCC/ADM-020 *Formerly Identified as:* FCC-50
Farm Appraisal System and Benchmarks
Description: Correspondence, copies of reference material, requests for aerial photographs, and instructions on the Corporation's appraisal system. *Topics:* Benchmarks and economic guides — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Atlantic Region; aerial photographs; appraisals — other departments and agencies.

FARM CREDIT CORPORATION

FCC/ADM-025 *Formerly Identified as:* FCC-60
Operational Staff Training
Description: Policy, instructions and general correspondence on operational staff training. *Topics:* Operational training policy; operational training — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Atlantic Region; special training; appraisal training; case studies and demonstrations; appraisal courses (ASMRA); loan counselling and farm management. *Retrievability:* Files arranged by subject and province.

FCC/ADM-030 *Formerly Identified as:* FCC-70
Advisory Services
Description: Information on Advisory Services policy, procedures, reports and meetings. *Topics:* Correspondence; supervision policy and procedures; CANFARM and farm accounting; CANFARM Advisory Committee.

FCC/ADM-035 *Formerly Identified as:* FCC-80
Special Programs
Description: Policy, documentation, instructions, rulings, agreements and reports concerning the Land Transfer Plan, purchases and sales grants. *Topics:* Policy; correspondence; land transfer plan — operational policy, special credit eligibility, Corporation purchase and resale to provinces, vendor grant eligibility, provincial agreements, forms and procedures; Small Farm Development Program — evaluation, National Advisory Committee, Co-ordinating Committee, Interdepartmental Committee. *Retrievability:* Files arranged by subject and province.

FCC/ADM-040 *Formerly Identified as:* FCC-90
Research Policy
Description: Information on policy, meetings, farm management, projects, case studies and training. *Topics:* Canadian farm management committee; Canadian farm management sub-committee on research; Canadian farm management committee — training modules; financial management course.

FCC/ADM-045 *Formerly Identified as:* FCC-100
Agricultural Statistics and Economics
Description: Statistical data, reports, forecasts, trends, related correspondence. *Topics:* Agricultural statistics and economics; economic and market outlook; agricultural statistics and economic data, 1981 census; interest rate trends; farm product prices; farm income and costs; forecasting on Farm Credit Corporation lending; land values; financial markets; financial instruments; quota values.

FCC/ADM-050 *Formerly Identified as:* FCC-110
Research
Description: Research reports, studies, data and correspondence. *Topics:* Management assessment; farm size analysis; capital situation; production cost analyses; farm family living costs; special assignments; capital allocation and monitoring data; borrowers' age analysis; financial model study.

FCC/ADM-055 *Formerly Identified as:* FCC-120
Statistical Information and Programs
Description: Statistical information, new program developments, listing of computer programs, loan summary and review coding, reports, summaries and correspondence. *Topics:* Coding instructions; time lapse analysis; solicitors' time; purpose of loans; appraisal; benchmark and budget analyses; national lending summary; application and appraisal workload; land transfer program; federal farm credit statistics; documentation; standing committee; advisory committee; retired and assumed loan analyses; characteristics of borrowers; interview log summary; National Appeal Board summaries; annual report; terminal, special reports; bankrupcies; branch appeal board reports; number of accounts; financial and lending data; selected statistics programs; special programs.

FCC/ADM-060 *Formerly Identified as:* FCC-130
Technical Information
Description: Technical information and reports for subject areas not previously specified. *Topics:* Canadian Socio-economic Information Management (CANSIM); monthly and quarterly production runs — AGDATA (commodity prices, bond market).

FCC/ADM-065 *Formerly Identified as:* FCC-140
Conferences
Description: Working papers, reports and correspondence on conferences. *Topics:* Research conferences — non-FCC; federal-provincial relations.

FCC/ADM-070 *Formerly Identified as:* FCC-150
Projects and Reports
Description: Information on reports, marketing boards, and quotas; correspondence. *Topics:* Farm Survey Report: Study of Marketing Boards; study of credit for low income farmers; 1971 Arrears Analysis Report; Manitoba Survey; 1980 Farm Survey Report.

FCC/ADM-075 *Formerly Identified as:* FCC-160
Financial Model
Description: Information on the financial model used to develop interrelated balance sheet, income statement and financial ratios; also statistics of other provincial and federal departments; financial model; credit.

FCC/ADM-080 *Formerly Identified as:* FCC-170
Land Transfer Plan Loan Administration
Description: Information on policies and directives concerning the land transfer plan loan administration and the special farm financial assistance program; also correspondence. *Retrievability:* Files arranged by subject and province.

FCC/ADM-085 *Formerly Identified as:* FCC-180
Farm Syndicates Credit Act
Description: Information on rulings, legal opinions, security, disbursement, identification and administration related to the *Farm Syndicates Credit Act*. *Topics:* Correspondence; policies; new loan documentation; loan administration. *Retrievability:* Files arranged by subject and province.

FCC/ADM-090 *Formerly Identified as:* FCC-190
Farm Credit Act Loan Administration
Description: Information on policy, rulings, fire insurance, forms and procedures, disbursements, notices, statements, security, legal opinions, suspense and liaison related to administration of loans under the *Farm Credit Act*. *Topics:* Correspondence; policy; fire insurance; new loan documentation; retained funds; instalment notices; activity statements; retired and assumed loan documentation; collateral security; partial interest, surface leases and easements; legal opinions; suspense funds disbursements; liaison. *Retrievability:* Files arranged by subject and province.

FCC/ADM-095 *Formerly Identified as:* FCC-200
Life Insurance
Description: Life insurance studies, tenders, operations, rulings, interpretation, reports and claims. *Topics:* Correspondence; life insurance program; Equitable Life, Metropolitan Life; life insurance reports; outstanding death claims. *Retrievability:* Files arranged by subject and province.

FCC/ADM-100 *Formerly Identified as:* FCC-210
Ancillary Agreements
Description: Information on rulings, reports, directives, forms, procedures, contracts and instructions related to ancillary agreements. *Topics:* Correspondence; grazing leases; crop share agreement; instalment postponements; advisory service agreements; re-amortization agreements; waiver and consent; mortgage

postponement; provincial interest rebates; monthly and irregular payment schedules; marketing board agreements. *Retrievability:* Files arranged by subject and province.

FCC/ADM-105 *Formerly Identified as:* FCC-220
Collections
Description: Information on collection matters including policies, directives, rulings, reports, instructions, legal procedures, statistics, taxes, acquisition and disposition of property, reports, analyses, estimates. *Topics:* Policies; correspondence; collection procedures; taxes on security; arrears reports; foreclosures, power of sale, quit claims; bankruptcies; legal action reports; recovery action summaries; forecasts of losses. *Retrievability:* Files arranged by subject and province.

FCC/ADM-110 *Formerly Identified as:* FCC-230
Real Estate Mortgages
Description: Information on directives, rulings, instructions and documentation concerning real estate security. *Topics:* Policies; correspondence; partial discharges; assumption of mortgage; exchange of security; leasehold and equity mortgage. *Retrievability:* Files arranged by subject and province.

FCC/ADM-115 *Formerly Identified as:* FCC-240
Chattel Mortgages
Description: Information on chattel mortgage matters, including directives, rulings, legal actions, procedures and reports. *Topics:* Policies; correspondence; administration; monitoring; renewals and releases. *Retrievability:* Files arranged by subject and province.

FCC/ADM-120 *Formerly Identified as:* FCC-250
Identification of Accounts
Description: Information on directives and reports concerned with the identification of accounts. *Topics:* Correspondence; change of field, district and geographic areas; change of address and account numbers. *Retrievability:* Files arranged by subject and province.

FCC/ADM-125 *Formerly Identified as:* FCC-260
Indian Loans
Description: Information on loans to native people, including directives, instructions, rulings and reports. *Topics:* Agreements, policies, administration; recoveries from the Department of Indian and Northern Affairs. *Retrievability:* Files arranged by subject and province.

FEDERAL BUSINESS DEVELOPMENT BANK

Chapter 44

FEDERAL BUSINESS DEVELOPMENT BANK

FEDERAL BUSINESS DEVELOPMENT BANK
(BDB)

FINANCIAL SERVICES
(FLS)

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MANAGEMENT SERVICES
(MTS)

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060 Information Services
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ACCESS TO INFORMATION
CO-ORDINATOR
FEDERAL BUSINESS DEVELOPMENT BANK
P.O. BOX 335
STOCK EXCHANGE TOWER STATION
MONTREAL, QUEBEC
H4Z 1L4

FEDERAL BUSINESS DEVELOPMENT BANK

Background

The Federal Business Development Bank (FBDB), a Crown corporation was established by the *Federal Business Development Bank Act* of 1974 to succeed the Industrial Development Bank (IDB), which was formed in 1944. While the IDB provided only financial assistance to industry, the Federal Business Development Bank was created to promote and assist in the establishment and development of business enterprises in Canada by providing not only financial assistance, but also management counselling, management training, information and advice, with particular attention to the needs of small businesses. The Bank provides the small business enterprise with a single source from which to obtain both financing and information suited to its particular requirements.

Overall Responsibilities

Financial Services

The Bank acts as a supplemental lender providing funds by means of loans and equity financing to independent businesses that cannot obtain the funds elsewhere on reasonable terms and conditions. The Bank lends money for specific purposes and often caters to the needs of firms that may be either too small, too far from commercial centres, or too specialized to be able to attract the attention of conventional lenders. It can accept as collateral a wide variety of assets such as real property, new or used machinery and equipment, and inventories — collateral that other financial institutions may not accept for legal or policy reasons.

The Bank's lending policy is flexible enough to structure financing in the manner appropriate to the business enterprise. Through its investment banking division, the Bank also can provide equity capital in addition to, or in place of, loans and guarantees. The services of this division include direct purchase of a minority ownership interest, underwriting of private placements, joint ventures, syndication of proposals to other venture capitalists and financial institutions, as well as assistance in mergers and acquisitions.

The Bank's financial services are delivered to the public through its network of branches. Almost all lending decisions are made either at the branch, district or regional offices. Currently, proposals in excess of $400,000 must be approved at the head office or by the board of directors. The Bank evaluates each proposal on the basis of management calibre, earnings prospects, security, and the character and amount of investment by others.

On April 1, 1983, the Bank established a new financial planning program that consists of three services: financial matchmaking, packaging and programmed do-it-yourself kits.

Management Services

The Bank also provides services such as management counselling, management training, information and advice.

Management counselling, known as CASE (Counselling Assistance to Small Enterprises), is provided to supplement such services as may be available in the private sector. It is undertaken by successful retired business persons who receive assignments from CASE co-ordinators located in Bank offices across the country.

Management training is provided for small business in several forms, including owner-manager courses, business management seminars, management clinics and information sessions. Owner-manager courses are developed by the Bank and distributed in collaboration with the departments of education in the provinces and territories; these courses are offered at community colleges across Canada. Business management seminars are offered by each branch of the Bank on various management subjects. Joint seminars are also developed in co-operation with external associations. Management clinics are self-instructional programs combining workbooks with an audio-visual presentation available at each branch.

The Small Business Information Service (SBIS) provides business people with up-to-date information on federal and provincial government assistance programs. Enquirers approach the branch officer for information, and are subsequently directed to the appropriate program representative. Small business management information is also offered to the public free of charge through a series of Bank publications.

Organization

The Bank has a network of branches across Canada organized into five regions: British Columbia and the Yukon, Prairies and Northern region, Ontario, Québec, and Atlantic. It has regional offices in Vancouver, Winnipeg, Toronto, Montréal, and Halifax; its head office is located at

1800 Victoria Square
Suite 1100
Montréal, Québec
H4Z 1C8
Telephone: (514) 283-5904

The regional offices provide guidance to branches with respect to the application of established Bank policy and procedures. They also process financing applications for amounts exceeding branch limits. The regional offices charged with the responsibility for all management services activities in the region, and for ensuring that the general public within the region has access to the bank's information services, management training services, and management counselling services.

The branches provide financing, counselling information and management training services to small businesses located within their particular territory. Enquiries and applications for financing are received by branch personnel and processed in accordance with established policy and procedure. Branches are also responsible for the efficient operation of management services activities in their geographical area, and for ensuring that the general public has access to the Bank's services.

Apart from its two operational functions, Financial Services and Management Services, the various departments at head office include the corporate secretariat, which is responsible for the board of directors and its committees as well as responses to Parliament; legal services, which provides legal advice to the Bank in connection with its specific program activities and support departments; planning, which is responsible for short- and long-term strategies, analysis of existing activities, and corporate development; public affairs, which is responsible for advertising and public relations to promote the role and activities of the Bank; treasury, which is responsible for funding of corporate cash requirements, monitoring of cash flow, deposit and investment of corporate funds and interest rate forecasts; insurance, which is responsible for insurance related to loan security and corporate insurance; controller's department, which is responsible for all accounting and the formal management information system; economics, which provides information on economic conditions and the impact of the Bank's activities upon the economy; and inspection, which conducts periodic reviews of systems of internal control over Bank operations.

Access Procedures

Informal requests for information may be made directly to any branch, regional or head office. Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Federal Business Development Bank
P.O. Box 335
Stock Exchange Tower Station
Montréal, Québec
H4Z 1L4
Telephone: (514) 283-3554

Financial Services

Financial Services consist of the loans division and the investment banking division.

Loans Division

This division establishes and oversees policies and procedures with respect to the provision of financial assistance to small- and medium-sized businesses. In addition, the division oversees the management of the Bank's loan portfolio for the entire life of all accounts. Most financing is provided in the form of loans for such purposes as purchasing fixed assets, replenishing working capital, refinancing, and financing a change of ownership. Guarantees may be provided to other financial institutions to enable a business to obtain an adequate line of credit. Recently the division also established a financial planning program. This program offers three distinct services to small- and medium-sized business enterprises:

— Do-It-Yourself kits on such topics as arranging financing; forecasting and cash flow budgeting; analyzing financial statements; evaluating the purchase of a small business; credit and collection tips.

— Packaging, which involves the Bank undertaking an analysis of business proposals and completing a report to be used by financial institutions and government agencies to properly assess the entrepreneur's application for funding.

— Financial Matchmaking, which is a referral service whereby people with money available to invest are matched with business people seeking funds.

Manuals

- FBDB Circular Manual — policy and procedures for all departments of the Bank
- Modules and resource books for Credit Personnel Training Program (CPTP) — provides a refresher or training course for existing and new personnel

Investment Banking Division

This division is responsible for all equity and venture capital financing, and its role is to act as a catalyst in stimulating the formation of risk capital for companies with high growth potential. It ensures that all proposals satisfy Bank policy and are financially viable. This division assesses on a continuing basis the adequacy and suitability of investment policy and procedures and, when necessary, recommends changes.

Management Services

This division is responsible for promoting and assisting in the establishment and development of small business in Canada by providing management counselling, information services and management training.

Counselling Assistance to Small Enterprises (CASE) is responsible for ensuring that an effective, efficient and affordable counselling service is available to the small business community. The Information Services Section ensures that all branches are kept up to date on federal government assistance programs, and publishes booklets on small business topics. The management training section is responsible for developing and producing courses, seminars, clinics, workshops, and conferences aimed at improving the management skills of small business owner-managers.

Regional offices and branches are responsible for the efficient operation of all management services activities in their region or geographical area and for ensuring that the general public has access to the Bank's management counselling, information, and training services.

Manuals

- FBDB Circular Manual — policy and procedures of all departments of the Bank
- Management Services Policy Manual — a description of the various activities and policies as they relate to a branch operational level
- Small Business Information Service Training Manual — a programmed learning device for introducing new management services personnel to the procedures of the Small Business Information Service
- CASE Co-ordinator's Operating Manual — a manual for the co-ordinator in each CASE office describing CASE policy and procedures

Management Counselling Service

This service counsels business persons on how to engage in small business in Canada through the facilities of the Counselling Assistance to Small Enterprises (CASE) program.

Information Services Section

This section operates a enquiry and referral service about government assistance programs for small business for the Canadian public. It also writes, publishes, and distributes to the public a continuing series of booklets on small business topics containing information and advice pertinent to small business. The section holds information sessions and exhibits for the general public to publicize various assistance programs for small business, including the Bank's financial and management services.

Management Training Service

This service presents a continuing program of small business and management seminars to the general public across Canada. In conjunction with business associations and small businesses, the service presents management seminars oriented toward specific industries (joint seminars) to specific groups of business people. It also writes, publishes and distributes a series of adult education courses on small business management (owner/manager courses), to provincial and territorial ministries of education. In addition, it sponsors, organizes, and supports workshops, conferences, and clinics for the promotion of good management practices within small businesses.

Classes of Records

BDB/FLS-005 *Formerly Identified as:* FBDB-10
Reports
Description: Activity reports prepared by Financial Services at head office, the regions and branches, including reports of accounts in arrears, equity investments, write-offs, and disbursements. *Topics:* Reports — head office, region and branches on accounts (over $400,000) in arrears more than one month; progressive reports; estimate of possible losses; equity investments report (monthly and semi-annually); summary of write-offs and review report; applications declined; report on operations; regional activity schedule; report

analysis of accounts by category; report on loan authorizations; liability reports; loans partially disbursed; recoveries expected on accounts written off; monthly report on loans fully undisbursed and semi-annual investment return reports.

BDB/FLS-010 *Formerly Identified as:* FBDB-20
Policy
Description: Information on Bank lending policy and, in particular, its policy with respect to the availability of funds elsewhere, commitment and standby fees, prepayment indemnities, interest rates, and refinancing of funds. *Topics:* Availability of funds; change of ownership; types of business; commitment and standby fees; interest rates; refinancing; prepayment indemnity; working capital; credit bureaus.

BDB/FLS-015 *Formerly Identified as:* FBDB-30
Other Sources of Financing
Description: Information on sources of financing other than that provided by the Bank. *Topics:* Federal and provincial sources of financing; chartered banks; insurance companies; sales finance and leasing companies; trust companies; venture capital companies; factoring companies.

BDB/FLS-020 *Formerly Identified as:* FBDB-40
Loans, Guarantees and Other Types of Financing
Description: Information on submission and authorization procedures, disbursements and category classification, as well as policy, procedures and correspondence related to other forms of financing. *Topics:* Superseding and supplementary credits; closely related accounts; leasing; interim bridge financing; conditional sales contracts; joint loans; disbursements; category classification and write-offs.

BDB/FLS-025 *Formerly Identified as:* FBDB-50
Loan Accounting and Processing System (LAPS)
Description: Database containing accounting and statistical information on Bank loans, investments and guarantees. The initial data is entered from the loan authorization form and is continually updated through the administration of a customer account. *Topics:* Customer identification — name, address, branch, industry code; category code, zone code; loan information — type of loan, loan category, investment, guarantee, disbursement, payment and write-off information. *Storage Medium:* Computer disk or tape. *Retrievability:* Files arranged by customer number.

BDB/FLS-030 *Formerly Identified as:* FBDB-60
Accounts History File
Description: Statistical information on all (past and present, dormant and active) loans, guarantees, investments and customer accounts since 1944. *Topics:* Account number; date authorized; geographical code; industrial code; original maturity date; actual maturity date. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

BDB/FLS-035 *Formerly Identified as:* FBDB-70
Dead Loan File
Description: Statistical information on all loans. *Topics:* Account number; name; type of financing; zone codes; modifier; interest rate; statistical codes; authorization date; maturity date; gross authorized; net authorized and write-offs. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

BDB/FLS-040 *Formerly Identified as:* FBDB-80
Support Groups
Description: Correspondence on support groups which provide analysis and research on credit submissions. *Topics:* Project Research Services; the Project Analysis Group, and Special Services.

BDB/FLS-045 *Formerly Identified as:* FBDB-90
Investments and Venture Capital
Description: Correspondence, policy, procedures, and records related to disbursement and monitoring of funds where there is an investment or venture capital factor. *Topics:* Enquiries; submission and authorization procedures; policy and procedures on superseding and supplementary proposals; disbursements; monitoring of investments; under-writing; mergers; acquisitions and divestitures; arrears; category classification; write-offs.

BDB/MTS-050 *Formerly Identified as:* FBDB-100
Management Services
Description: Basic administrative records of management services, including publicity for the various services, budgets, costs, and financial statements; reports and operating statistics for each activity, as well as miscellaneous information, copyright data, and correspondence with other organizations. *Topics:* Complimentary letters; correspondence related to publicity for information services; CASE and management training; budgets; operational plans; strategic overviews; accounting; auditors; sales taxes and systems development; activity reports — head office, regional and branch statistical reports, evaluations and related correspondence.

BDB/MTS-055 *Formerly Identified as:* FBDB-110
Management Counselling
Description: Information on policy matters governing the administration of CASE, accounting procedures and related correspondence. *Topics:* Engagement of co-ordinators; contract administration; co-ordinator conferences; recruiting of counsellors in each region; engagement of outside consultants; legal liability of counsellors; type of assignments; counsellor training; accounting and administration records; and the history of CASE.

BDB/MTS-060 *Formerly Identified as:* FBDB-120
Information Services
Description: Information on the activities of information services including publications, Small Business Information Service, federal and provincial programs, industry studies, enquiries from the public, and exhibits. *Topics:* Minding Your Own Business (MYOB) series; Small Business News; industry studies; small business statistics; Small Business Information Service (procedures, training, information sessions and enquiries); Small Business Week; Business Management Award; trade show exhibit.

BDB/MTS-065 *Formerly Identified as:* FBDB-130
Management Training
Description: Information on audio-visual aids, courses, federal-provincial conferences and relations, joint seminars with other organizations, seminars, management clinics, TV studio, Small Business Institute program, training the trainers, management training workshops, research and development, graphic design. *Topics:* Audio-visual aids pertaining to joint seminars; management clinics; workshops; owner-manager courses and advertising; owner-manager course development and curriculum; FBDB provincial conferences; joint seminars with other associations or organizations; seminar development; management clinics; TV studio budgets, contracts, equipment purchases and rentals, production schedules; graphics department.

BDB/FLS-901 *Formerly Identified as:* NO REFERENCE
Administration (New)
Description: See Standard Classes of Records.

BDB/FLS-902 *Formerly Identified as:* NO REFERENCE
Acts and Legislation (New)
Description: See Standard Classes of Records.

BDB/FLS-903 *Formerly Identified as:* NO REFERENCE
Administrative and Management Services (New)
Description: See Standard Classes of Records.

BDB/FLS-904 *Formerly Identified as:* NO REFERENCE
Co-operation and Liaison (New)
Description: See Standard Classes of Records.

BDB/FLS-905 *Formerly Identified as:* NO REFERENCE
Buildings and Properties (New)
Description: See Standard Classes of Records.

BDB/FLS-906 *Formerly Identified as:* NO REFERENCE
Buildings (New)
Description: See Standard Classes of Records.

BDB/FLS-907 *Formerly Identified as:* NO REFERENCE
Lands (New)
Description: See Standard Classes of Records.

BDB/FLS-908 *Formerly Identified as:* NO REFERENCE
Utilities (New)
Description: See Standard Classes of Records.

BDB/FLS-909 *Formerly Identified as:* NO REFERENCE
Equipment and Supplies (New)
Description: See Standard Classes of Records.

BDB/FLS-910 *Formerly Identified as:* NO REFERENCE
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

BDB/FLS-911 *Formerly Identified as:* NO REFERENCE
Office Appliances (New)
Description: See Standard Classes of Records.

BDB/FLS-912 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: See Standard Classes of Records.

BDB/FLS-913 *Formerly Identified as:* NO REFERENCE
Vehicles (New)
Description: See Standard Classes of Records.

BDB/FLS-914 *Formerly Identified as:* NO REFERENCE
Finance (New)
Description: See Standard Classes of Records.

BDB/FLS-915 *Formerly Identified as:* NO REFERENCE
Accounts and Accounting (New)
Description: See Standard Classes of Records.

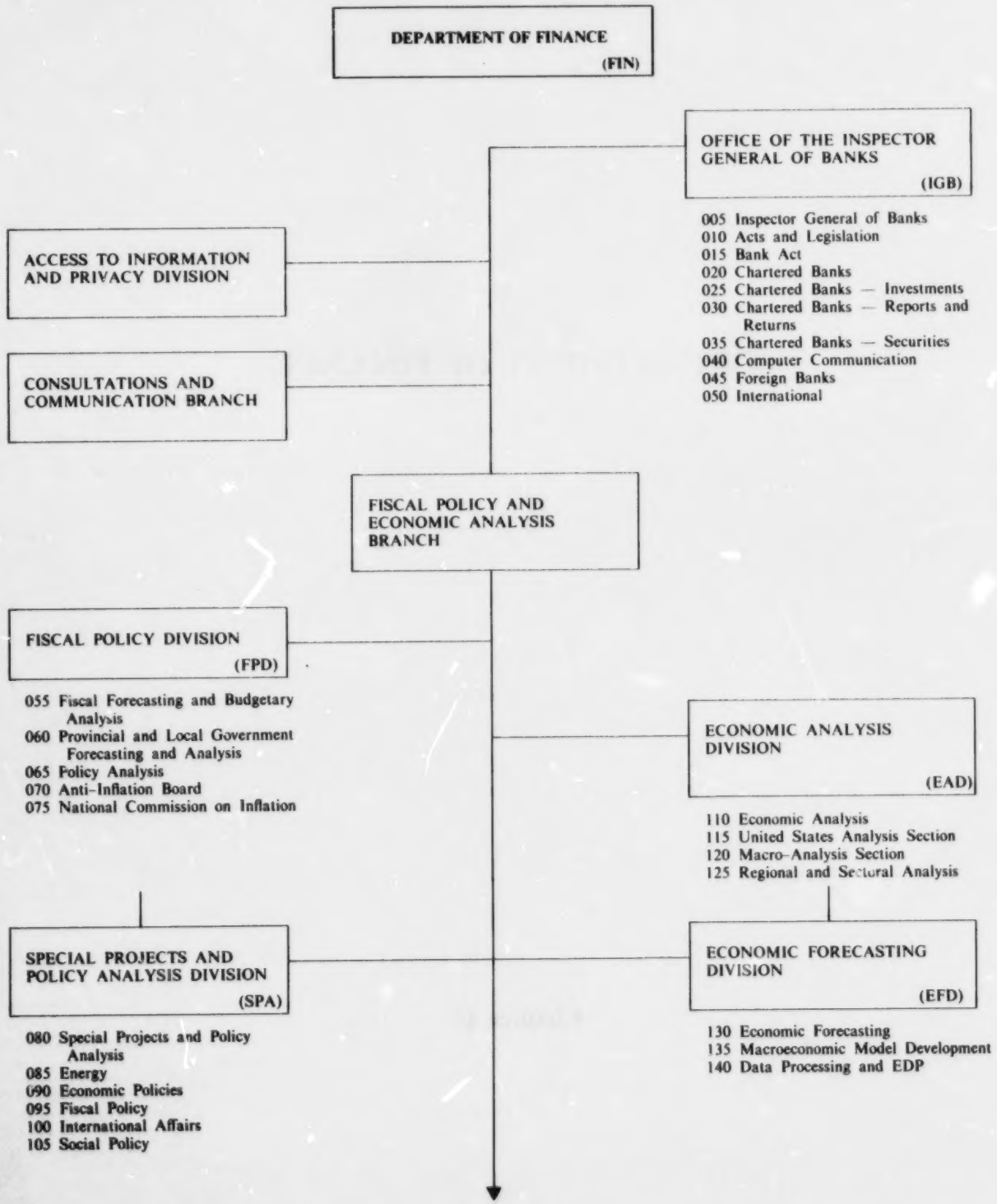
BDB/FLS-916 *Formerly Identified as:* NO REFERENCE
Audits (New)
Description: See Standard Classes of Records.

BDB/FLS-917 *Formerly Identified as:* NO REFERENCE
Budgets (New)
Description: See Standard Classes of Records.

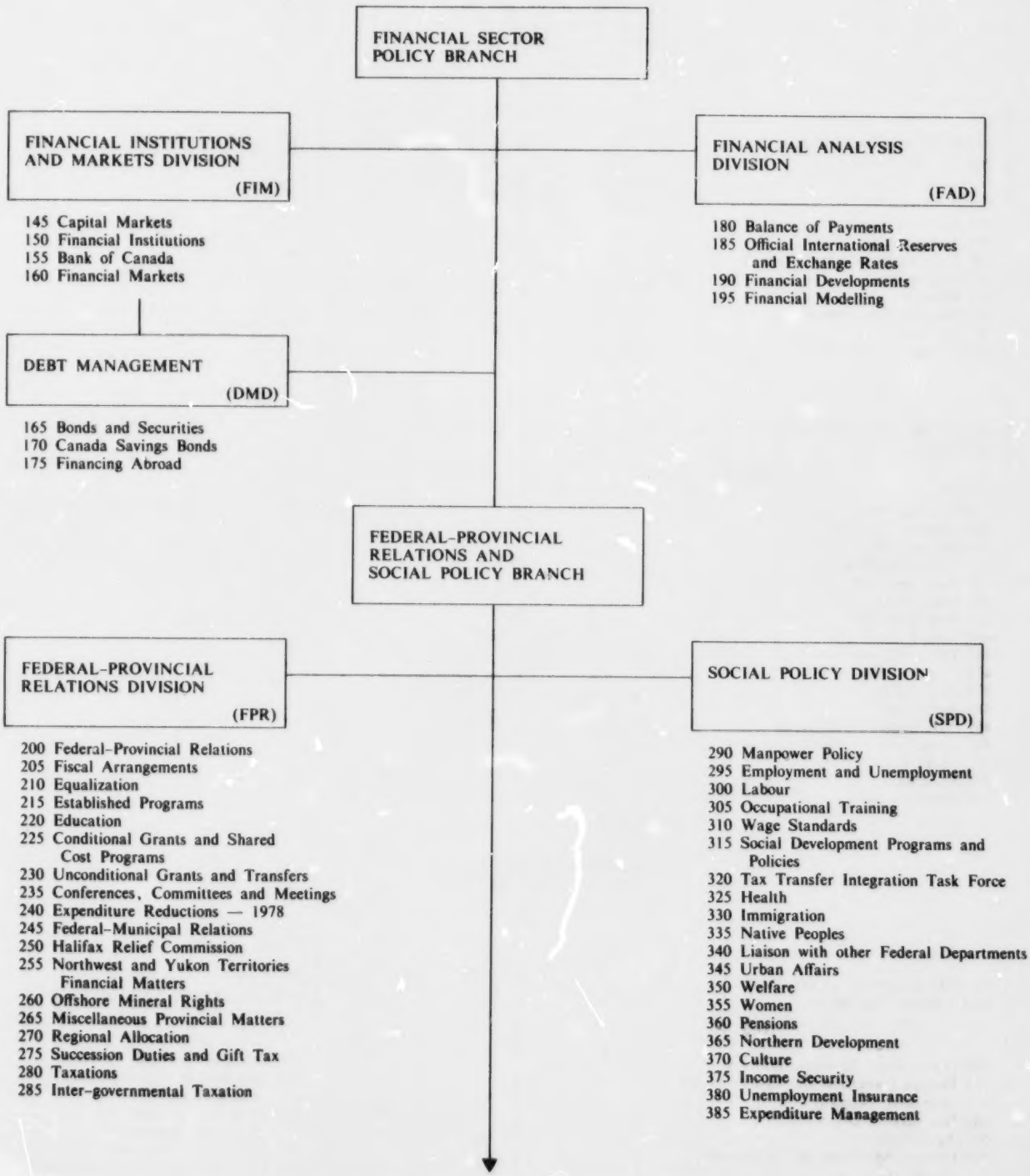
DEPARTMENT OF FINANCE

Chapter 45

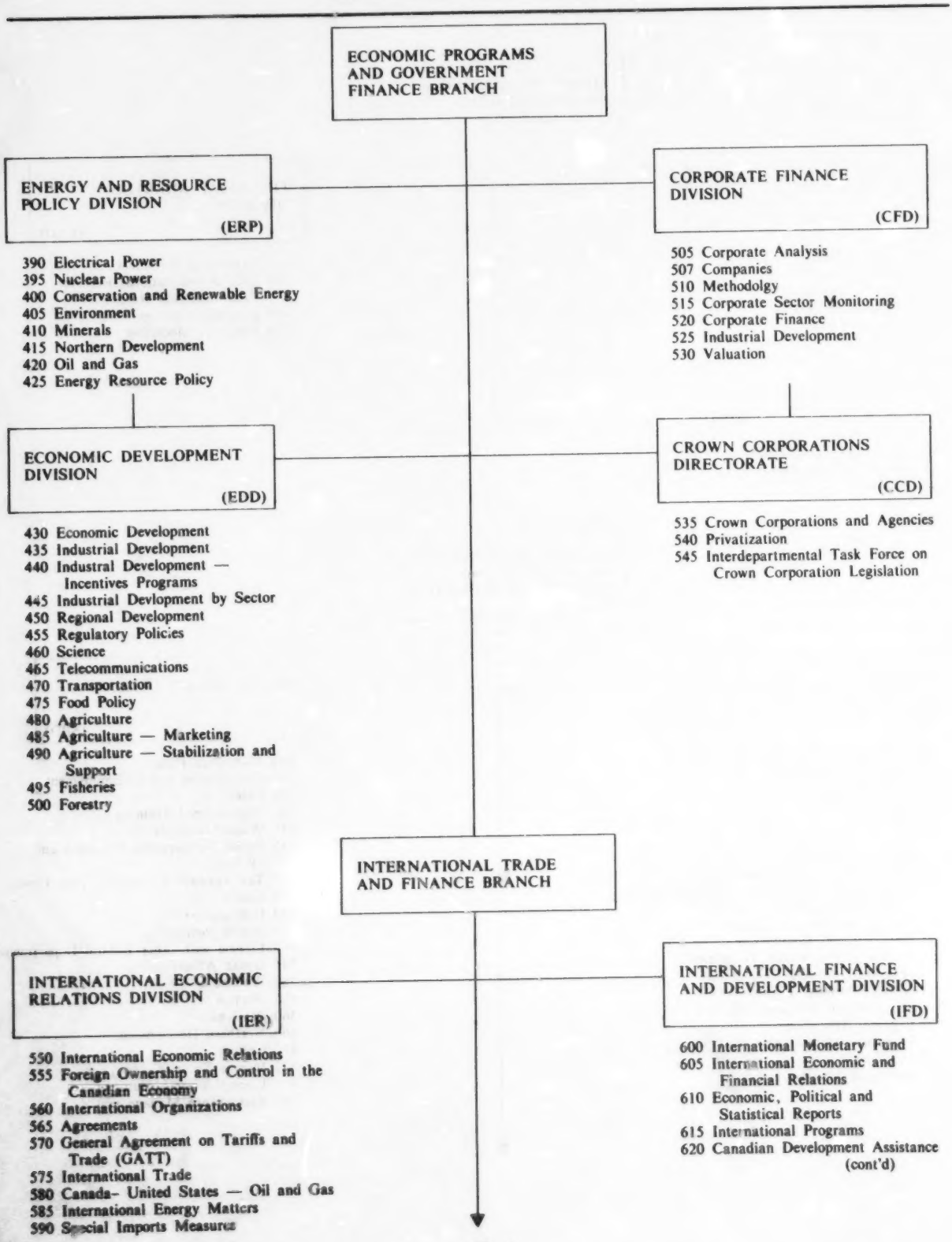
DEPARTMENT OF FINANCE



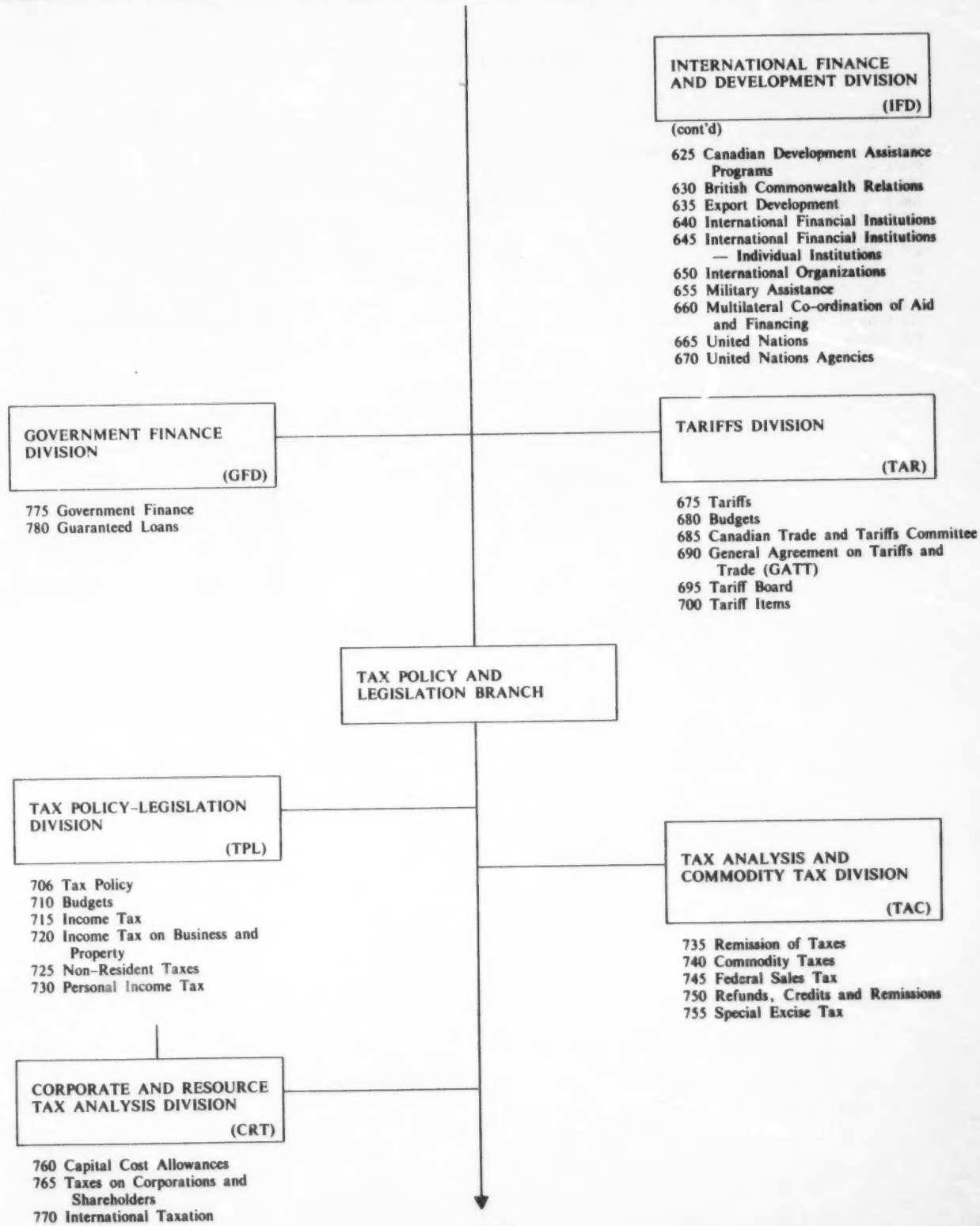
DEPARTMENT OF FINANCE



DEPARTMENT OF FINANCE



DEPARTMENT OF FINANCE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ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF FINANCE
PLACE BELL CANADA, 24TH FLOOR
160 ELGIN STREET
OTTAWA, ONTARIO
K1A 0R5

DEPARTMENT OF FINANCE

Overall Responsibilities

The Department of Finance is the policy agency primarily responsible for advice to the government on the economic and financial affairs of Canada.

The Department deals with the performance of the Canadian economy in all important aspects — the growth and the sharing of output, employment and income, the stability of prices and the long-term development of the country. It is concerned with the harmony of all initiatives of federal departments or agencies which affect the economy. Finance is vitally concerned with trade, monetary affairs and other international forces bearing on Canada's domestic performance. The Department works constantly toward improved co-ordination of economic action between provincial governments and the Government of Canada.

This broad horizon of interest finds expression in the budget speech by the Minister of Finance. This core document of government policy plays a traditional role in reviewing the government's accounts and making proposals on both expenditures and revenues. In recent years, it has also provided an authoritative review of past, present and future economic factors affecting business and the nation's finances.

The Department analyzes and appraises the economic situation and prospects in Canada and in other countries of interest to Canada; advises on fiscal and other economic policies and measures; recommends measures to meet the requirements of the government within appropriate fiscal policies, by action in expenditure, lending, taxation, borrowing and cash management; advises on matters concerning the balance of payments, exchange reserves, international monetary and financial arrangements, coinage and related matters; participates in international negotiations and other meetings on trade, finance, taxation, economic development and other subjects and makes contributions to international finance institutions; advises on federal-provincial fiscal and economic relations policies, carries on discussions with provincial authorities and administers the various statutory payments to provincial governments; and administers statutes on guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

In addition, the Minister has charge of the management and direction of the Consolidated Revenue Fund and the direction of all financial affairs of Canada not assigned by law to any other Minister.

Organization

The Department comprises eight branches: Consultations and Communications; Fiscal Policy and Economic Analyses; Financial Sector Policy Branch; Federal-Provincial Relations and Social Policy; Economic Programs and Government Finance; International Trade and Finance; Tax Policy and Legislation; and Administration. Each has divisions responsible for specific policy subjects.

The Minister of Finance also reports to Parliament on the activities of the Bank of Canada, the Anti-dumping Tribunal, the Tariff Board, the Department of Insurance, the Inspector General of Banks and the Canada Deposit Insurance Corporation.

Access Procedures

All requests for information under the *Access to Information Act* should be addressed to:

Access to Information and Privacy Co-ordinator
Department of Finance
Place Bell Canada, 24th Floor
160 Elgin Street
Ottawa, Ontario
K1A 0G5
Telephone: (613) 992-6921

Access to Information and Privacy Division

The division is responsible for receiving, clarifying and processing the requests submitted under the *Access to Information Act* and *Privacy Act*. It contacts Records Management and the branch(es) concerned by request and provides guidance and information on the search, retrieval and first stage analysis. The division is also responsible for ensuring that the requirements of the legislation are met and for the in-depth analysis of the case before its review by the Minister. The division must reply to enquiries submitted in person, by phone or mail as well as receive members of the public wishing to examine records in person. The division also provides seminars to the Department on the legislation and related guidelines, policies and procedures.

Consultations and Communications Branch

Consultations Division

The division has the responsibility of developing a systematic long term approach to the consultative process. Towards this end, the division makes and maintains contacts in every sphere of economic activity. The division also participates in departmental decision-making and helps make consultations a permanent feature of economic policy development. In addition, the division promotes two-way communications with the private sector.

The division has four basic functions: to propose, organize and follow up ministerial consultations on the economy, including pre- and post-budget; to propose, organize and co-ordinate departmental consultations with the private sector; to establish and maintain a network of private sector contacts across the country and across the sectors of society; to formulate policy on private sector liaison and on the Department's need for consultations, and to prepare strategies for dealing with specific issues, in consultation with the respective branch or division.

Communications Policy and Strategy Division

This division is responsible for the development of media and public relations strategies including: researching and writing major speeches for the Minister and Minister of State on the government's economic policies and initiatives, advising on the public environment, and preparing communication plans and strategies for the Department's major initiatives, including the budget.

Information Services and Media Relations Division

This division is responsible for implementing the departmental media and public relations program. It carries out an extensive media relations program, including preparation of departmental and ministerial announcements and statements, special briefings, and arrangements for meetings and news conferences. It edits and publishes departmental publications, including a major annual review of the Canadian economy, and various reports to Parliament. It works closely with the publications and graphics sections in the design, production and national distribution of the budget speech and related documents. The division publishes weekly reports on media coverage of financial and economic news and on parliamentary activity of significance to the Department of Finance. A unit within the division deals with enquiries and correspondence on taxation and general economic issues.

Visits and Conferences Division

This division provides expertise and service for the Department in the areas of conferences and meetings, consultations with the private sector, visits of foreign dignitaries and senior officials, protocol, ministerial and executive escort, and official hospitality. It also

maintains liaison with its counterparts in provincial governments, international organizations and foreign embassies in Canada, the private sector, and Canadian service industries. The division operates a "special services" support operation for the Department which produces and distributes important and sensitive documents.

Office of the Inspector General of Banks

The Inspector General of Banks has the statutory responsibilities for the administration of the *Bank Act* and responsibilities under the *Quebec Savings Banks Act*. The Inspector General functions as the supervisory authority for banks and banking in Canada.

Manuals

- Manual of Reporting Forms and Instructions — assists chartered banks in the preparation of reports for supervisory purposes.

FISCAL POLICY AND ECONOMIC ANALYSES BRANCH

In assisting the government to decide on and implement financial and economic policies and measures that will best accomplish its major economic and other objectives, the branch analyzes and appraises the ongoing economic and financial situation and short- and medium-term prospects in Canada, nationally, by province and by industrial sector, and the economic performance of other countries of interest to Canada; studies the fiscal position of the Government of Canada and recommends measures to meet its requirements within appropriate fiscal policies, through expenditure, lending, taxation, debt management and cash management; recommends debt management policies for agent Crown corporations; studies the fiscal position of provincial governments; and maintains liaison with the Bank of Canada in the areas of monetary policy and the foreign exchange market, as well as with the Office of the Inspector General of Banks and the Department of Insurance concerning the regulation of financial institutions.

Fiscal Policy Division

The division advises on fiscal policy and analyzes its effects on the economy; analyzes and forecasts the financial requirements of the Government of Canada (this includes responsibility for quantifying the fiscal forecast framework for the government's overall medium-term expenditure plan); and monitors and analyzes the developing fiscal positions of other levels of government. In addition, the division reviews the form and content of the Public Accounts and other regularly published statements for which the Minister of Finance has responsibility under the *Financial Administration Act*.

Special Projects and Policy Analysis Division

The division undertakes research at the aggregate and sectoral level to assist in the development of economic projections and policy initiatives. The division identifies and analyzes policy options to deal with major structural issues. It is also responsible for preparing projections on energy prices and investments.

Economic Analysis Division

The division keeps the developing economic situation under review. It analyzes economic developments and prepares forecasts of production, employment, national income, consumption, capital spending, changes in the price level, the balance of payments and other major economic indicators. These analyses and forecasts are an essential ingredient of the view of policy for which the branch is responsible. The division also evaluates specific proposals and events often related to specific sectors or regions of the economy.

Economic Forecasting Division

The division is responsible for the co-ordination, preparation and presentation of the economic forecast. It analyzes the economic situation in relation to the economic forecast and conducts both short-term and medium-term economic scenarios. The division also co-ordinates the development of macroeconomic modelling, particularly as it relates to economic forecasting and analysis. The provision and maintenance of electronic data processing facilities for the Department is also managed by this division.

FINANCIAL SECTOR POLICY BRANCH

The branch has responsibility to the financial sector for policy analysis and advice, including the management of the federal government's borrowing program, the functioning of Canadian financial markets and institutions, and the macroeconomic impact of interest rates and the exchange rate.

Financial Institutions and Markets Division

The division has responsibility for analysis and policy development regarding financial institutions and markets in Canada. It provides current analysis of developments that have implications for Canadian institutions and markets. The division provides policy advice with respect to legislation applying to federally regulated financial institutions as well as other legislative or policy issues which have implications for financial institutions and markets. The division interacts with regulators of financial institutions, the Bank of Canada, responsible bodies at the provincial and international levels, and financial institutions, on matters affecting the financial sector.

Debt Management Division

The division has responsibility for policy analysis, recommendations and briefing with respect to the management of the public debt. The division has a detailed knowledge of securities markets procedures, and closely follows developments in these markets both in Canada and abroad. The division provides policy advice on debt management and makes recommendations on the amount, type, rate of interest and price, on all debt issues in both domestic and foreign markets. The division also provides some operational support to the government's borrowing activities. In addition, the division provides policy advice on the market borrowing activities, as well as advising the Minister in his or her role of approving individual debt issues of the Crown corporation.

Financial Analysis Division

The division has responsibility for financial market analysis and policy development from a macroeconomic perspective. It is comprised of a monetary analysis section and an exchange market section. The former has a specialized knowledge of economic theory, econometric techniques and financial markets in the United States. Its major functions include analysis of monetary policy and its interaction with fiscal policy; econometric modelling of Canadian financial markets; and the preparation of forecasts for the financial sector of the United States' economy. The exchange market section handles exchange rate and balance of payments analysis and manages the Exchange Fund Account, the chief repository of Canada's official international reserves.

FEDERAL-PROVINCIAL RELATIONS AND SOCIAL POLICY BRANCH

The branch is responsible for providing policy advice on federal-provincial fiscal arrangements and social policy programs. It also administers certain programs of assistance to provinces.

Federal-Provincial Relations Division

The division is responsible for providing policy advice on federal-provincial fiscal arrangements, including joint occupancy of tax fields; revenue sharing with other levels of government; conditional and unconditional transfers to provincial governments; fiscal harmonization; and inter-governmental taxation. The division is responsible for the development, in consultation with the provinces, of legislation for and administration of the fiscal equalization program, provincial revenue stabilization program, the income tax collection agreements and other transfer payments to provinces; it is partially responsible for administering transfers to provinces for health and post-secondary education under established programs financing arrangements.

Social Policy Division

The division is responsible for providing advice on policy and program development in the fields of manpower and employment, income security and socio-economic programs. The division provides advice on the social, economic and fiscal implications of such policies and programs. Manpower and employment policies include job creation, manpower training, unemployment insurance, minimum wage, labour standards, disadvantaged groups, immigration, and labour market adjustments. Income security policies include pensions for elderly, children's benefits and social assistance. Socioeconomic policies relate to housing, natives, northern development, national parks, justice, the penal system, health, education, culture, recreation, communications, human rights, status of women and research grants.

ECONOMIC PROGRAMS AND GOVERNMENT FINANCE BRANCH

The branch is responsible for encouraging the development of policies and programs for Canada's natural resources; providing advice on program and policy formulation in the areas of industrial, regional and economic development, transportation, communications, science policy, food, agriculture, fisheries and forestry; carrying on the financial operations of government; formulating policies on government loans, investments and guarantees; and recommending the budgets of Crown corporations for the approval of the Governor-in-Council.

Energy and Resource Policy Division

The division examines proposals made by other government departments on a variety of energy and resource policies, including nuclear and hydro-electric energy, renewable energy, oil and gas, minerals, northern development and environment; evaluates their economic and fiscal impact and makes recommendations to the Minister of Finance on the potential public benefits of these proposals.

Economic Development Division

The division provides advice on program and policy formulation of other departments in the areas of industrial development, regional development, transportation, communications, science policy, economic development, food, agriculture, fisheries and forestry.

The division is also involved in inter-departmental policy reviews, consultations with the private sector, industry sector analysis, and project and program evaluation, as well as for the administration of existing programs through representation on inter-departmental or federal-provincial boards and committees.

Corporate Finance Division

This division is the center of expertise within the Department for financial and micro-economic analysis of corporations in Canada. The division monitors the financial health of corporate Canada, providing policy advice to the Minister of Finance on matters which are assigned by the assistant deputy minister on an ad-hoc basis and which require substantial analysis by the Department itself. The division provides expert assistance in financial analysis and evaluation in support of specific studies being led by other divisions in the Department or other departments. Finally, the division monitors corporate activity in the Canadian financial markets and undertakes in-depth studies and related research.

The division is organized into three sections: Special Projects and Methods Development; Corporate Financial Analysis; and Financing Policy Evaluation. Since the division's workload is highly variable in terms of both breadth and intensity, a considerable reliance is placed on expert consultants. A substantial part of the division's work is in-depth analyses or evaluations, resulting in research reports either with or without policy recommendations, depending on circumstances. Another responsibility of the division is to maintain strong communication links with the corporate sector and the financial institutions at a working level. This is accomplished through the exchange of information concerning, and co-operation in, special studies as well as through regular consultation on current policy issues.

Crown Corporations Directorate

This directorate has been created to act as the focal point within the central agencies for the government's relations with Crown corporations, and as such is jointly managed by the Treasury Board Secretariat and the Department of Finance.

The directorate has been established through the integration of the resources responsible for the activities of Crown corporations in the Government Finance Division of the Department of Finance, and the Crown Corporations Division of the Treasury Board Secretariat.

This new directorate is a "common service unit" for both the Treasury Board Secretariat and the Department of Finance with regard to Crown corporations. It reports jointly to the assistant deputy minister of the Economic Programs and Government Finance Branch, and to the deputy secretary, Program Branch, of the Treasury Board Secretariat.

The directorate has primary responsibility for advising the President and members of the Treasury Board on the financial requirements of Crown corporations and their subsidiaries, and for the development of policy and legislation governing Crown corporations in general.

Specific responsibilities of the directorate include: the provision of advice and recommendations to the President and the Treasury Board on estimates and other submissions on Crown corporations; the provision of advice and recommendations to the President and the Treasury Board on the operating budgets, capital budgets and corporate plans of Crown corporations; the analysis of Cabinet documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Treasury Board; the development of policy and, periodically, legislation on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and the undertaking of special projects, from time to time, at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

INTERNATIONAL TRADE AND FINANCE BRANCH

The branch has primary responsibility within the Department for international trade, investment and economic co-operation; the Canadian customs tariff and other legislation governing imports; the international monetary system; and international development assistance and export financing.

The branch represents the Department in international finance and trade negotiations, in international organizations, and in regional and sub-regional financial institutions.

International Economic Relations Division

The division participates in the development of Canada's policies on international trade (including commodities), investment and economic co-operation. It provides advice on the effect of changes in the world trading environment on the Canadian economy and evaluates the trade implications of domestic economic policies and their impact on economic relations with other countries. It participates in the negotiation of bilateral and multilateral trade and economic arrangements with other countries, and in trade and commercial policy work in international organizations. The division is also responsible for legislation affecting countervailing and anti-dumping duties and safeguard measures, and it receives, reviews and makes recommendations on representations for changes in legislation governing imports.

International Finance and Development Division

The division is responsible for international monetary and financial issues, including Canada's relations with the International Monetary Fund, Organization for Economic Co-operation and Development (OECD) matters, Canada's balance of payments, international reserves, the exchange rate and related matters.

The division concerns itself with broad development assistance issues and policies, Canada's financial and policy interests in international financial institutions, such as the World Bank and regional development banks; and Canadian involvement in the United Nations and related organizations.

The division is also responsible for advice and policy recommendations on financial matters related to developing and socialist countries, including balance of payments, support measures and debt rescheduling negotiations.

In addition, the division co-ordinates the formulation of departmental policy proposals on export financing, with particular reference to the activities of the Export Development Corporation (EDC), Canadian Commercial Corporation (CCC), credit grain sales and other programs of financial support to Canadian exporters. The division is also responsible for Canadian participation in the OECD export credits arrangement.

Tariffs Division

The division investigates, conducts economic assessments and reports on proposals for amendments to the customs tariff and related matters, such as customs valuation and surtax. It prepares references to the Tariff Board and, reviews and makes recommendations on reports made by the Board. It participates in international trade negotiations, and reviews and makes recommendations on proposals affecting Canada's commitments under the General Agreement on Tariffs and Trade (GATT) and related agreements, to the extent they relate to the customs tariff, its bilateral trading arrangements, the generalized system of preferences for developing countries, and various customs conventions and agreements.

Government Finance Division

The division provides advice on policy formulation concerning loans, investments and guarantees by the government; recommends terms and conditions on government loans to Crown corporations and other borrowers, and calculates interest rates designed to recover the government's cost of borrowing; carries out viability analyses of commercial projects recommended for loan guarantees and sets the terms and conditions under which the guarantee is to be extended; reviews and advises on capital budgets of Crown corporations and provides assistance to wholly-owned corporations proposing to raise funds for capital projects in the private markets; participates in legislative proposals for creating new Crown corporations and advises on required financial provisions; participates in the development of government policy on the direction, control and accountability of Crown corporations; and is involved in the review of the financial structures of Crown corporations and special financial problems of wholly-owned corporations.

TAX POLICY AND LEGISLATION BRANCH

The branch undertakes analysis of, and makes recommendations on tax policy, and is responsible for maintaining a tax system that raises revenues and targets incentives to meet the government's goals.

The branch consists of the Tax Policy — Legislation Division, the Tax Analysis and Commodity Tax Division, Corporate and Resource Tax Analysis Division, and Tax Counsel Division. The divisions are responsible for assessing tax policy implications, but from different perspectives.

The branch is not responsible for the actual collection of taxes or the interpretation of tax law.

Tax Policy — Legislation Division

The division analyzes particular income tax-related issues applicable to persons, corporate entities and tax-exempt entities; provides advice and recommendations for changes in federal tax legislation other than sales and excise tax law, with particular emphasis on the commercial and legal implications of proposed changes; and analyzes proposals for tax changes submitted by all sources.

This division is also responsible for preparing tax legislation other than sales and excise tax laws, and aiding the Minister in guiding its passage through Parliament.

Tax Analysis and Commodity Tax Division

The responsibilities of the division include economic and quantitative analyses of federal tax policies in the areas of personal income tax, international tax, sales and excise taxes, and policies of all other levels of government that have an impact on the tax system.

The division is also responsible for preparing sales and excise tax legislation and aiding the Minister in its passage through Parliament.

Corporate and Resource Tax Analysis Division

The responsibilities of this division include economic and quantitative analyses of federal income tax policies in the areas of corporate income tax, international tax, and resources taxes for all other levels of government, under a variety of statutes and policies that have an impact on the tax system.

Tax Counsel Division

The division consists of lawyers from the Department of Justice who provide a range of legal services to the Tax Policy and Legislation Branch covering all aspects of income taxation. Its responsibilities include the drafting of the amendments to the *Income Tax Act* and related statutes as well as the giving of advice and legal opinions on income taxation matters.

Administration Branch

The role of this branch is to assist the secretary of the Treasury Board, the Comptroller General and the deputy minister of Finance in the management of the internal administration of their organizations

and to provide financial, personnel, administrative and management advice to branches and divisions.

The branch consists of five divisions: Administrative Services; Financial Services; Personnel Division; Professional and Technical Services; and Systems Division. In addition to the functions of these divisions the branch is responsible for a number of other activities which are under the direction of the Director General. These are: task force organization; co-ordination of the Canada Savings Bonds campaign and the United Way campaign for the three departments; co-ordination of blood donor clinics; co-ordination of one-time campaigns; 1981 Census, Children's Hospital of Eastern Ontario fund-raising campaign; and administration of the Suggestions Award Program.

Classes of Records

FIN/IGB-005 *Formerly Identified as:* FIN-10
Inspector General of Banks
Description: Material on the dealings of the Office with other supervisory bodies at the federal, provincial, international and private sector levels. *Topics:* Enquiries; bank closures; Bank for International Settlements — Committee on Banking Regulations and Supervisory Practices; Bank of Canada — returns; Canadian Bankers Association; Canada Deposit Insurance Corporation — trust companies; credit unions and co-operatives; federal-provincial relations; Government of Canada banking business; Royal Commission on Banking and Business.

FIN/IGB-010 *Formerly Identified as:* FIN-20
Acts and Legislation
Description: Material on provincial legislation which affects the Office; also information on the *Quebec Savings Banks Act*, for which the Office has responsibility. *Topics:* Provincial Acts and legislation; *Québec Savings Banks Act*.

FIN/IGB-015 *Formerly Identified as:* FIN-30
Bank Act
Description: Information on the two most recent revisions to the *Bank Act*. *Topics:* The *Bank Act*, administration, revisions of 1967 and 1980; Regulations.

FIN/IGB-020 *Formerly Identified as:* FIN-40
Chartered Banks
Description: Information on certain administrative sections of the *Bank Act*, practices of banks in specific activities and sectors, and complaints concerning banks. *Topics:* Amalgamations; appropriation for contingencies and income tax; auditors; by-laws; Canadian and foreign branches; complaints — accounts, cheques, deposits, loans, mortgages; customer services; incorporations; interest and discount rates; international returns; loans; signing officers; studies — accounting policies; supervision.

FIN/IGB-025 *Formerly Identified as:* FIN-50
Chartered Bank — Investments
Description: Material on the investments by banks in other enterprises in Canada and abroad. *Topics:* Canadian corporations — investments by banks; foreign corporations — bank investments.

FIN/IGB-030 *Formerly Identified as:* FIN-60
Chartered Banks — Reports and Returns
Description: Financial or statistical returns filed by individual banks in compliance with reporting requirements. *Topics:* Assets and liabilities — foreign currency, geographical distribution booked in Canada, regional distribution; cash and secondary reserves; classification of loans; deposits in liabilities payable in Canadian currency; revenues and expenses; shareholders and shares held; consolidations; forms and instructions — monthly, quarterly, semi-annually, annually.

FIN/IGB-035 *Formerly Identified as:* FIN-70
Chartered Banks — Securities
Description: Material on the holdings by banks of the securities of other companies and the issue of securities by banks. *Topics:* Debentures and term preferred shares; securities issued by the banks — prospectuses.

FIN/IGB-040 *Formerly Identified as:* FIN-80
Computer Communications
Description: Material on the areas of computer communications which are of interest to the Office of the Inspector General of Banks. *Topics:* Banks in data processing; payments systems.

FIN/IGB-045 *Formerly Identified as:* FIN-90
Foreign Banks
Description: Information on the activities of foreign banks in Canada and the ability of Canadian banks to establish abroad. *Topics:* Non-bank affiliates — exemption orders; reciprocity and supervisory practices — United States; representative offices.

FIN/IGB-050 *Formerly Identified as:* FIN-91
International
Description: Material on international financial and monetary systems, currency exchange, international funding systems, nation risks and exposures, and international economic information. *Topics:* International exchange, funding and monetary systems; international financial situation; nation risks; Organization for Economic Co-operation and Development (OECD).

FIN/FPD-055 *Formerly Identified as:* FIN-100
Fiscal Forecasting and Budgetary Analysis
Description: Information on federal government expenditure planning, the forecasting of the government's fiscal position, the fiscal implications of the federal budget and the government's main estimates drawn up in conjunction with the Treasury Board of Canada. *Topics:* Budgets; expenditures and estimates; fiscal forecasts; revenues and taxes.

FIN/FPD-060 *Formerly Identified as:* FIN-110
Provincial and Local Government Forecasting and Analysis
Description: Information on the ongoing fiscal situation and prospects of the provinces and their local governments. *Topics:* Federal transfers to provinces; fiscal forecasts; inter-governmental fiscal relations; provincial and local fiscal situation and outlook.

FIN/FPD-065 *Formerly Identified as:* FIN-120
Policy Analysis
Description: Information on economic impact studies of potential fiscal measures and the preparation of macroeconomic policy recommendations. *Topics:* Fiscal policy; policy simulation; cyclically adjusted budget balances; international fiscal comparisons; econometric models; macroeconomic theory and policy.

FIN/FPD-070 *Formerly Identified as:* FIN-130
Anti-Inflation Board
Description: Information on the operations of the Anti-Inflation Board (AIB) from 1975 to 1979. It includes the remaining files and material previously held by the AIB. *Topics:* Chairman and executive office; communications; compensation — individual cases, audit files, projects, advertisements; economic research, prices and profits — individual cases; petroleum — policy introduction, professional incomes and regulated industries, resources and construction, technical information; professionals — individual cases — audit files, enquiries; minutes of board and agendas; records of decision. *Retrievability:* The AIB file classification is stored at the Public Archives Records Centre.

FIN/FPD-075 *Formerly Identified as:* FIN-140
National Commission on Inflation
Description: Information on the operations of the Commission, established in 1979. It includes the remaining files and material previously held by the Commission. *Topics:* Complaints; consumer bulletins; enquiries; food price index; monitoring.

FIN/SPA-080 *Formerly Identified as:* FIN-230
Special Projects and Policy Analysis
Description: General information on the work of the division; forecasts and studies for the Department of Finance *Topics:* Budgets; national unity; provincial programs; equalization; medium-term projections — assumptions; productivity; investment and savings; inflation; wages; population; labour force; unemployment; balance of payments.

FIN/SPA-085 *Formerly Identified as:* FIN-240
Energy
Description: Forecasts and studies on the effects of policies, programs and initiatives in the energy sector of the economy and material gathered during their preparation. *Topics:* Financing; assumptions; investments; strategies; prices — world and domestic; pipelines; supply and demand; petroleum incentive payments.

FIN/SPA-090 *Formerly Identified as:* FIN-250
Economic Policies
Description: Forecasts and studies on the effects of Canadian and foreign economic policies, programs and initiatives on Canada's economy and background material. *Topics:* Economic developments; regional economic programs; economic commissions, committees, conferences and meetings; economic indicators, strategies; competition policy; sectors of the Canadian economy; monetary policy; anti-inflation policies; Anti-Inflation Board; National Centre for Productivity; Auto-Pact.

FIN/SPA-095 *Formerly Identified as:* FIN-260
Fiscal Policy
Description: Forecasts and studies on the effects of the federal government's fiscal policy and material gathered during their preparation. *Topics:* Decontrol; government spending; national accounts; capital markets; fiscal framework; federal expenditures; revenue allocation.

FIN/SPA-100 *Formerly Identified as:* FIN-270
International Affairs
Description: Forecasts and studies on the effects of Canadian and foreign initiatives in international trade and finance and material gathered during their preparation. *Topics:* Auto-Pact; balance of payments; imports and exports; multilateral trade negotiations; commodity trade; foreign ownership; Organization for Economic Co-operation and Development (OECD); General Agreement on Tariffs and Trade (GATT); International Monetary Fund (IMF); Senior Economic Advisers to the Economic Commission for Europe; economic summits.

FIN/SPA-105 *Formerly Identified as:* FIN-280
Social Policy
Description: Forecasts and studies on the effects of social policies, programs and initiatives in Canada and material gathered during their preparation. *Topics:* Immigration; Health and Welfare Canada; income distribution; pensions; interprovincial migration; community employment strategy; Employment and Immigration Canada.

FIN/EAD-110 *Formerly Identified as:* FIN-290
Economic Analysis
Description: General information on analyses of past, present and future economic conditions in Canada. *Topics:* Associations, outside agencies; committees; budgets; conferences; private sector newsletters; fiscal and monetary policies; federal-provincial considerations; seminars.

FIN/EAD-115 *Formerly Identified as:* FIN-300
United States Analysis Section
Description: Information on United States economic developments and their likely impact on Canadian trade and other important economic variables. *Topics:* Econometric models; private sector forecasts; business cycle analyses; model simulations and forecasts of Canadian trade and United States economic conditions.

FIN/EAD-120 *Formerly Identified as:* FIN-310
Macro-Analysis Section
Description: Information and analysis of past and present economic conditions in Canada and forecasting of short- and medium-term quarterly performances of the Canadian economy. *Topics:* Consumer price index, inflation; economic assessment and review; government and foreign sectors; consumer credit; econometric models; model simulations; private sector forecasts; personal expenditures; business investments; housing; labour market; prices; costs and productivity; general economic conditions; national accounts; economic assessment and review; business cycles.

FIN/EAD-125 *Formerly Identified as:* FIN-320
Regional and Sectoral Analysis
Description: Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. *Topics:* Federal-provincial relations; regional and sectoral analysis — provinces, regions, industries and sectors; labour market developments.

FIN/EFD-130 *Formerly Identified as:* FIN-321
Economic Forecasting
Description: Information on the forecasting of the short-term quarterly performance of the Canadian economy. *Topics:* Econometric models; private sector forecasts; national accounts forecasts; personal expenditures; business investment; housing; foreign trade; labour market; prices; quarterly forecast model simulations and business cycles.

FIN/EFD-135 *Formerly Identified as:* FIN-322
Macroeconomic Model Development
Description: Information on macroeconomic model development. *Topics:* Econometric modelling; consumption models; investment models; inventory models; trade models; balance of payment models; exchange rate models; expectations models; United States models; comparative models.

FIN/EFD-140 *Formerly Identified as:* FIN-323
Data Processing and EDP
Description: Information on computer hardware and software systems in the Department, and technical aspects of computer systems development and model specifications. *Topics:* Computers, systems development; data processing; graphics; model development; operations.

FIN/FIM-145 *Formerly Identified as:* FIN-150
Capital Markets
Description: General information on the federal government's involvement in capital markets. *Topics:* Capital markets; the *Interest Act;* financial markets — equity markets; small loans.

FIN/FIM-150 *Formerly Identified as:* FIN-190
Financial Institutions
Description: General information on Canadian financial institutions such as banks, trust companies, investment companies and insurance companies, the development of policies on these institutions and the revision of Acts related to them. *Topics:* Chartered banks; The *Bank Act;* co-operative credit associations; insurance companies, legislation;

investment dealers; mortgage corporations; sales, finance and consumer loan companies; trust and loan companies; pension funds.

FIN/FIM-155 *Formerly Identified as:* FIN-200
Bank of Canada
Description: Information on the administration, policies and programs of the Bank of Canada. *Topics:* Currency; director and officer appointments; financial matters; returns to the Minister of Finance.

FIN/FIM-160 *Formerly Identified as:* NO REFERENCE
Financial Markets (New)
Description: Information on financial markets in Canada. *Topics:* Financial markets; personal sector; mortgage market; corporate sector; monetary policy.

FIN/DMD-165 *Formerly Identified as:* FIN-160
Bonds and Securities
Description: Information on the development of policies on the issue and cancellation of government bonds and securities and the sale of Government of Canada bonds and treasury bills. *Topics:* Bonds; cancellation of securities; Government of Canada bonds; perpetual bonds 3% — 1936; securities deposit matters; treasury bills; wartime loans and bonds. *Retrievability:* Information on specific Government of Canada bonds is filed by date of issue.

FIN/DMD-170 *Formerly Identified as:* FIN-170
Canada Savings Bonds
Description: General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues of Canada Savings Bonds. *Topics:* Advertising; series; legal matters and claims.

FIN/DMD-175 *Formerly Identified as:* FIN-180
Financing Abroad
Description: Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. *Topics:* Government financing in Japan, the United States, Germany, and Switzerland; provincial, municipal and corporate direct and guaranteed financing bond issues — domestic and foreign.

FIN/FAD-180 *Formerly Identified as:* FIN-710
Balance of Payments
Description: Information on Canada's balance of payments. *Topics:* Reports; policies; capital flows, forecasts; United States.

FIN/FAD-185 *Formerly Identified as:* FIN-720
Official International Reserves and Exchange Rates
Description: Information on official reserves, the external value of the Canadian dollar and associated policies. *Topics: The Currency Act;* Official International Reserves; Exchange Fund Account; gold; Canadian dollar — analysis reports; international financial and exchange markets.

FIN/FAD-190 *Formerly Identified as:* FIN-210
Financial Developments
Description: General information on financial developments in Canada. *Topics:* Financial markets; interest rates — analysis and forecasts.

FIN/FAD-195 *Formerly Identified as:* FIN-221
Financial Modelling
Description: Subject headings related to the various aspects of financial modelling and policy analysis for the Canadian and United States economies. In particular, these include data and material on macro policies, domestic and international financial flows and, financial models and forecasts for the two economies. *Topics:* Interest rates; money demand; general research.

FIN/FPR-200 *Formerly Identified as:* FIN-960
Federal-Provincial Relations
Description: General information on federal-provincial relations and topics not covered in specific classes of records. *Topics:* Royal Canadian Mounted Police; provincial revenue stabilization; official languages; the Constitution of Canada — committees; inter-governmental liaison for fiscal and economic matters; national unity; implementation of the multicultural policy; Subcommittee on Joint Programs.

FIN/FPR-205 *Formerly Identified as:* FIN-970
Fiscal Arrangements
Description: Information on the development leading up to fiscal arrangements for programs such as revenue guarantee, tax rental agreements, equalization, established program financing and tax collection agreements between the federal and provincial governments; the fiscal arrangements and the tax collection agreements themselves; and the subsequent administrative duties. *Topics:* The 1947 Tax Rental Agreements; 1952 Tax Rental Agreements; 1957 Tax Sharing Agreements; 1962 Equalization and Tax Collection Agreements; revenue guarantees; 1967 Equalization and Tax Collection Agreements; 1972 Equalization and Tax Collection Agreements; 1977 Equalization and Tax Collection Agreements; 1982 Equalization and Tax Collection Agreements.

FIN/FPR-210 *Formerly Identified as:* FIN-980
Equalization
Description: Information on the development and implementation of formulae for the equalization of provincial revenues. *Topics:* Formulae (1967-72); Formulae (1972-77); Formulae (1977-82); Atlantic Provinces Adjustment Grants.

FIN/FPR-215 *Formerly Identified as:* FIN-990
Established Programs
Description: Information on certain aspects of established programs such as Québec Youth Allowances, contracting-out and others. Information on the main components of this program, namely medical, hospital insurance and post-secondary education, is to be found under other classes. *Topics:* Québec; financing.

FIN/FPR-220 *Formerly Identified as:* FIN-1000
Education
Description: Information on federal-provincial shared cost programs for post-secondary education. *Topics:* Post-secondary — associations, financial assistance and grants, fiscal transfers, studies; student aid.

FIN/FPR-225 *Formerly Identified as:* FIN-1010
Conditional Grants and Shared-Cost Programs
Description: Information on conditional grants and programs where the cost is shared by the federal and provincial governments, such as those provided under health financing agreements.

FIN/FPR-230 *Formerly Identified as:* FIN-1020
Unconditional Grants and Transfers
Description: Information on grants and transfers of funds without conditions from the federal to the provincial governments. *Topics:* Confederation debt payments; *Public Utilities Income Tax Transfer Act.*

FIN/FPR-235 *Formerly Identified as:* FIN-1030
Conferences, Committees and Meetings
Description: Information, such as agendas, briefing material, background papers, summary notes of discussions and statements on conferences, committees and meetings pertaining to federal-provincial relations. *Topics:* Continuing Committee on Fiscal and Economic Matters; Continuing Committee subcommittees — economic and financial data, income tax allocation formula, inter-governmental taxation, equalization, fiscal arrangements; first ministers; health; interprovincial; ministers of finance and provincial treasurers; welfare.

DEPARTMENT OF FINANCE

FIN/FPR-240 *Formerly Identified as:* FIN-1040
Expenditure Reductions — 1978
Description: Information on the federal government's 1978 program to modify its contribution to certain shared-cost programs.

FIN/FPR-245 *Formerly Identified as:* FIN-1050
Federal-Municipal Relations
Description: Information on relations between the federal government and municipal authorities. *Topics:* Grants in lieu of real estate taxes; National Capital Region; Municipal Development and Loan Board; Municipal Improvement Assistance.

FIN/FPR-250 *Formerly Identified as:* FIN-1060
Halifax Relief Commission
Description: Information on the commission set up to administer the funds set aside for the victims of the 1917 explosion in Halifax.

FIN/FPR-255 *Formerly Identified as:* FIN-1070
Northwest and Yukon Territories Financial Matters
Description: Information on financial negotiations and agreements between the federal government and the territorial authorities on financial and taxation matters.

FIN/FPR-260 *Formerly Identified as:* FIN-1080
Offshore Mineral Rights
Description: Information on the question of ownership of minerals under the ocean, including Canada Oil and Gas Permits, continental shelf boundary and the sharing of revenues.

FIN/FPR-265 *Formerly Identified as:* FIN-1090
Miscellaneous Provincial Matters
Description: General information on programs and activities within each province, not involving the federal government, on such matters as provincial budgets, estimates and legislation.

FIN/FPR-270 *Formerly Identified as:* FIN-1100
Regional Allocation
Description: Information on the allocation of funds for certain projects in various regions of Canada, including proposals for federal-municipal equalization and contributions under such programs as the Community Services Contributions Program. *Topics:* Public finance.

FIN/FPR-275 *Formerly Identified as:* FIN-1110
Succession Duties and Gift Tax
Description: Information on the estate and gift taxes collected by the federal government on behalf of the provincial governments and the federal-provincial agreements on this subject prior to 1972.

FIN/FPR-280 *Formerly Identified as:* FIN-1120
Taxation
Description: Information on federal-provincial taxation issues, including mechanisms by which the federal government pays its portion of provincial taxes. *Topics:* Corporation Income Tax; oil and gas; sales tax.

FIN/FPR-285 *Formerly Identified as:* FIN-1130
Inter-governmental Taxation
Description: Information on the taxation of one level of government by another and the payments of grants in lieu of taxes. *Topics:* Reciprocal taxation agreements with provinces regarding commodity taxes and motor vehicle registration fees; conferences, committees, meetings, and correspondence.

FIN/SPD-290 *Formerly Identified as:* FIN-1140
Manpower Policy
Description: General information on the development of policy in the area of manpower programs.

FIN/SPD-295 *Formerly Identified as:* FIN-1150
Employment and Unemployment
Description: Information on the development of policy on employment and unemployment, and programs pertaining to these two areas. *Topics:* Federal-Provincial Employment Loans Program; Local Initiatives Program (LIP); Special Development Loan Fund; winter programs; Winter Capital Projects Fund; Employment Tax Credit.

FIN/SPD-300 *Formerly Identified as:* FIN-1160
Labour
Description: Information on the development of policy on labour standards, the labour force and labour-management relations. *Topics:* Labour-management relations; transportation strikes.

FIN/SPD-305 *Formerly Identified as:* FIN-1170
Occupational Training
Description: Information on the programs set up for the training of workers. *Topics:* Adult occupational training; technical and vocational training.

FIN/SPD-310 *Formerly Identified as:* FIN-1180
Wage Standards
Description: Information on wages in the private and public sectors on topics such as fair wages, minimum wages and wages of Members of Parliament.

FIN/SPD-315 *Formerly Identified as:* FIN-1190
Social Development Programs and Policies
Description: General information on the development of social policies, committees and meetings on the subject, envelope expenditures and programs not covered under specific classes.

FIN/SPD-320 *Formerly Identified as:* FIN-1200
Tax Transfer Integration Task Force
Description: Information on a task force set up in 1976 to examine the feasibility of integrating into the tax system existing federal government transfer payments to individuals. The task force submitted its report in 1978.

FIN/SPD-325 *Formerly Identified as:* FIN-1210
Health
Description: Information on the development of policies on health programs. *Topics:* Drugs; sports; *Canadian Health Act*.

FIN/SPD-330 *Formerly Identified as:* FIN-1220
Immigration
Description: Information on the development of policies on immigration and refugees.

FIN/SPD-335 *Formerly Identified as:* FIN-1230
Native Peoples
Description: Information on the development of financial policies dealing with native peoples.

FIN/SPD-340 *Formerly Identified as:* FIN-1240
Liaison with Other Federal Departments
Description: Information on the development of policies and legislation that are the responsibility of other federal departments. *Topics:* Department of Justice legislation; Secretary of State; Solicitor General Canada.

FIN/SPD-345 *Formerly Identified as:* FIN-1250
Urban Affairs
Description: Information on the development of policies on urban affairs, including housing, federal land management, and the federal urban domain.

FIN/SPD-350 *Formerly Identified as:* FIN-1260
Welfare
Description: Information on the development of policies and the administration of programs pertaining to welfare, social security and veterans' affairs.

FIN/SPD-355 *Formerly Identified as:* FIN-1270
Women
Description: General information on the development of policies on women and specific information on women's groups and the Royal Commission on the Status of Women.

FIN/SPD-360 *Formerly Identified as:* FIN-1280
Pensions
Description: Information on the development of pension policies. *Topics:* Members of Parliament pensions; pension reform; public service pension plans; Canada Pension Plan financing; Canada Pension Plan benefits — survivors, disability, retirement; *Pension Benefit Standards Act*.

FIN/SPD-365 *Formerly Identified as:* FIN-1290
Northern Development
Description: Information on the development of social policies in the north.

FIN/SPD-370 *Formerly Identified as:* FIN-1300
Culture
Description: Information on the development of cultural policies.

FIN/SPD-375 *Formerly Identified as:* FIN-1310
Income Security
Description: Information on income transfer programs. *Topics:* Old Age Security, the Guaranteed Income Supplement and Spouses Allowance; Child Benefit System — Family Allowance, Child Tax Credit and Child Tax Exemption.

FIN/SPD-380 *Formerly Identified as:* FIN-1320
Unemployment Insurance
Description: Information on the development of unemployment insurance policies.

FIN/SPD-385 *Formerly Identified as:* FIN-1330
Expenditure Management
Description: Information on federal expenditures on social programs.

FIN/ERP-390 *Formerly Identified as:* FIN-330
Electrical Power
Description: Information on the development of policies on hydro-electrical power, electricity trade and specific projects. *Topics:* Lower Churchill Development Corporation; projects.

FIN/ERP-395 *Formerly Identified as:* FIN-340
Nuclear Power
Description: General information on electrical power generated by nuclear means: includes the *Atomic Energy Control Act* and Board, the Atomic Energy Advisory Panel, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada and construction of plants to produce heavy water in Canada. *Topics:* Atomic Energy Advisory Panel; domestic projects; liability; non-proliferation and safeguards; heavy water, plants; foreign relations, research and development programs.

FIN/ERP-400 *Formerly Identified as:* FIN-350
Conservation and Renewable Energy
Description: Information on policy initiatives and programs in the field of renewable energy and conservation. *Topics:* Conservation programs; renewable energy programs.

FIN/ERP-405 *Formerly Identified as:* FIN-360
Environment (Revised)
Description: General information on the environment, including conferences, committees, material originating with Environment Canada, and all forms of air, industrial and water pollution; designation of sites as historically important, including documents on specific sites and on Heritage Canada; designation and administration of national parks; water as a Canadian resource; international negotiations and agreements between Canada and the United States on water resources; flood prevention measures; ocean resource management; and specific projects, committees and studies dealing with water management in all regions of Canada. *Topics:* Environment Canada, committees; historic sites; national parks; pollution, industrial; research programs; water — international, International Joint Commission, pollution, national, regional, Prairies.

FIN/ERP-410 *Formerly Identified as:* FIN-370
Minerals
Description: General information on mining and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals, the sale of gold to the Royal Canadian Mint and agreements on the sale of uranium to foreign countries. *Topics:* Legislation; coal; commodities; companies; gold; policy review; task forces; uranium, legislation, production and sales.

FIN/ERP-415 *Formerly Identified as:* FIN-380
Northern Development
Description: General information on all aspects of development in the Northwest and Yukon Territories and the extreme northern parts of provinces, including committees, native land claims, programs to Indians and Inuit and the establishment and maintenance of transportation systems. *Topics:* Advisory Committee; Inuit and Indians; financial support; resources, land claims issues, minerals, oil and gas; senior policy committee on northern resources development projects; transportation, railways, roads.

FIN/ERP-420 *Formerly Identified as:* FIN-390
Oil and Gas (Revised)
Description: Information on oil and gas policy, including initiatives and legislation, federal-provincial negotiations, particular energy projects (e.g., tar sands plants, pipelines) and proceedings of intergovernmental and interdepartmental committees. *Topics:* Natural gas; Arctic Islands Liquified Natural Gas; Canada Lands; exports; heavy oil and tar sands; imports; industry; legislation; Petro-Canada; sector and policy; taxation issues; pipelines; Deputy Ministers' Committee, gas; substitution programs; Task Force on Northern Oil Development.

FIN/ERP-425 *Formerly Identified as:* NO REFERENCE
Energy Resources Policy (New)
Description: General information of the energy and resources policies of the federal government. *Topics:* Canada/United States relations; conferences, committees and meetings; relations with provinces; research and technology.

FIN/EDD-430 *Formerly Identified as:* FIN-440
Economic Development
Description: General information on the development of sectors of the economy, including material on meetings of the Board of Economic Development Ministers. *Topics:* Board of Economic Development Ministers; Economic Councils — Economic Council of Canada; Tax

Measures Review — reports, interim, final; computer communications — working groups; search-and-rescue; Cabinet Committee on Economic and Regional Development (CCERD).

FIN/EDD-435 *Formerly Identified as:* FIN-450
Industrial Development
Description: General information on government programs set up to help in the development of the industrial sector of the economy, and the impact and benefits of purchases of goods and services by the federal government. *Topics:* Committees, conferences and meetings; metric conversion; small businesses; technological innovation; government procurement — long-range patrol aircraft, sectors.

FIN/EDD-440 *Formerly Identified as:* FIN-460
Industrial Development — Incentives Programs
Description: Information on specific incentives programs set up by the federal government to give financial or other assistance to private industries in order to encourage and facilitate their development. *Topics:* Development of pollution abatement technology; Enterprise Development Program — adjustment assistance, board, innovation assistance; General Adjustment Assistance Program — board, projects; Program for the Advancement of Industrial Technology.

FIN/EDD-445 *Formerly Identified as:* FIN-470
Industrial Development by Sector
Description: Information on the development of certain sectors of industry and the federal government's efforts in encouraging this development. *Topics:* Aerospace — Canadair, Challenger Aircraft, De Havilland Aircraft of Canada Limited, DHC-7, short take-off and landing (STOL) aircraft; automotive; chemicals; electrical and electronics; foodstuffs; forest products — pulp and paper; petrochemicals; shipbuilding — committees and task forces; textiles; tourism.

FIN/EDD-450 *Formerly Identified as:* FIN-480
Regional Development
Description: Information on the development of various sectors of the economies of Canada's regions, such as tourism, resources and industrial, and specific programs such as the *Agriculture and Rural Development Act* and the Fund for Rural Economic Development. *Topics:* Incentives programs, *Regional Development Incentives Act*, Regional Development Incentives Board; general development agreements, subsidiary agreements. *Retrievability:* Information on sectors of the economies of specific regions or provinces is divided by sector, region and province.

FIN/EDD-455 *Formerly Identified as:* FIN-490
Regulatory Policies
Description: Information on the development of regulatory policies. *Topics:* Competition; bankruptcies; copyrights; patents; trademarks.

FIN/EDD-460 *Formerly Identified as:* FIN-500
Science
Description: Information on the development of policies on scientific activities in Canada and the federal government's programs for encouraging these activities. *Topics:* Committees; projects; Science Council of Canada.

FIN/EDD-465 *Formerly Identified as:* FIN-510
Telecommunications
Description: Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and telephones. *Topics:* Radio and television; satellites; telephones.

FIN/EDD-470 *Formerly Identified as:* FIN-520
Transportation
Description: Information on the development of policies on air, surface and marine transportation systems in Canada. *Topics:* Bridges; Canadian Transport Commission; civil aviation — airports, individual, Mirabel, committees; ferries; harbours and ports — commissions, construction, small craft harbours; highways and roads — Inter-departmental Highway Committee, safety, Trans-Canada Highway; Northumberland Strait Crossing; railways — companies, freight, passenger services; shipping — legislation, maritime code, Canadian Merchant Marine; urban transportation — assistance program.

FIN/EDD-475 *Formerly Identified as:* FIN-530
Food Policy
Description: General information on the development of policy on the production, distribution and marketing of food in Canada.

FIN/EDD-480 *Formerly Identified as:* FIN-540
Agriculture
Description: General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. *Topics:* Conferences and information; race track betting; financial aspects; legislation; non-government organizations; resource allocation — Small Farms Development Program, Farm Credit Corporation, projects and programs.

FIN/EDD-485 *Formerly Identified as:* FIN-550
Agriculture — Marketing
Description: Information on the development of policies on the programs and initiatives of the federal and provincial governments and of the private sector in the marketing of agricultural products. *Topics:* Agricultural products co-operative marketing; boards — national, Livestock Feed Board of Canada, Canada Wheat Board; boards — provincial; commodities — Canada's food systems, fruits, grains, vegetables.

FIN/EDD-490 *Formerly Identified as:* FIN-560
Agriculture — Stabilization and Support
Description: Information on the development of policies on the federal and provincial government's efforts to stabilize the revenues of farmers and the production, the cost of the production and price of agricultural products. *Topics:* Agricultural Prices Support Board; Canadian Dairy Commission; commodities — dairy products, grain, livestock; Stabilization and Support Crop Insurance — provincial programs.

FIN/EDD-495 *Formerly Identified as:* FIN-570
Fisheries
Description: Information on the development of policies on the fishing industry in Canada, including the development of the industry, the marketing in Canada and abroad of fish products, the stabilization of fishermen's revenues, production, cost of production and price of fish products, and Canadian and international Acts and legislation. *Topics:* Development and production — Newfoundland; legislation; marketing and trade; stabilization and support — saltfish industry, groundfish, vessels and equipment; Kirby Task Force; Pearse Commission.

FIN/EDD-500 *Formerly Identified as:* FIN-580
Forestry
Description: Information on the development of policies on the management, research and development, and all other aspects of the forest industry in Canada. *Topics:* Insect control; national airtanker fleet.

FIN/CFD-505 *Formerly Identified as:* FIN-590
Corporate Analysis
Description: Information on liaison with the financial and business communities for corporate analysis purposes. *Topics:* Corporate analysis; approaches to investment research; corporate analysis system; abnormal capital structures.

FIN/CFD-507 *Formerly Identified as:* FIN-600
Companies
Description: Case studies of private and public sector projects. *Topics:* Analyses of assistance; monitoring systems; individual corporate appraisals; operating control guidelines.

FIN/CFD-510 *Formerly Identified as:* FIN-610
Methodology
Description: Information on various approaches to analyze commercial and economic effects of government assistance to the private sector. *Topics:* Contingent claims; the Capital Asset Pricing Model; abnormal capital structures; domestic and international taxation; tax expenditures.

FIN/CFD-515 *Formerly Identified as:* NO REFERENCE
Corporate Sector Monitoring (New)
Description: In depth financial information on corporations in Canada grouped by industrial sector and produced quarterly. *Topics:* Corporate financial health; investment results; special research papers; sectoral overviews.

FIN/CFD-520 *Formerly Identified as:* NO REFERENCE
Corporate Finance (New)
Description: General information on Corporate Finances. *Topics:* Conferences and seminars; pension fund project.

FIN/CFD-525 *Formerly Identified as:* NO REFERENCE
Industrial Development (New)
Description: Case studies of private and public sector projects, and information on liaison with the financial and business communities for corporate analysis purposes. *Topics:* Economic studies; financial studies; sectors, aerospace, De Havilland Aircraft of Canada, automobile, fishing, petrochemicals, Petromont, Petrosar, resources, Alsands/Cold Lake project.

FIN/CFD-530 *Formerly Identified as:* NO REFERENCE
Valuation (New)
Description: Information on various approaches to analyze commercial and economic effects of government assistance to the private sector. *Topics:* Canada Development Investment Corporation (CDIC), administration; Canadair, administration; financial analysis; market analysis; De Havilland Aircraft of Canada, administration; economic analysis, financial analysis, market analysis.

FIN/CCD-535 *Formerly Identified as:* FIN-611
Crown Corporations and Agencies
Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing of Crown corporations and agencies). *Topics:* Estimates; meetings; programs; administration, corporate plans, capital and operating budgets, annual reports, quarterly reports to Parliament.

FIN/CCD-540 *Formerly Identified as:* FIN-612
Privatization
Description: Information on the privatization of Crown corporations. *Topics:* Administration; advisory board; Crown corporations to be privatized and authorities; financial advisors; minutes of meetings; progress reports; public reactions.

FIN/CCD-545 *Formerly Identified as:* FIN-613
Interdepartmental Task Force on Crown Corporation Legislation
Description: Information on the ongoing analysis of Crown corporation corporate plans, capital and operating budgets, and the planning and implementation of new Crown corporation legislation. *Topics:* Interdepartmental Task Force on Crown Corporation Legislation — control, direction and accountability; regulations, implementation guide lines.

FIN/IER-550 *Formerly Identified as:* FIN-620
International Economic Relations
Description: General information on the conduct of international trade. *Topics:* Interdepartmental Committee on External Relations; international conferences, conventions and meetings; international fairs and exhibitions; bilateral trade and economic committees, conferences and meetings; industrial co-operation with Canada; economic sanctions; visits and tours; Ad Hoc Inter-departmental Committee on United States Economic Measures.

FIN/IER-555 *Formerly Identified as:* FIN-630
Foreign Ownership and Control in the Canadian Economy
Description: Information on the extent of foreign ownership and control in sectors of the Canadian economy and the development of policies in this area. *Topics:* Foreign ownership and control of the Canadian economy — industries; international policies.

FIN/IER-560 *Formerly Identified as:* FIN-640
International Organizations
Description: Information on the administration, operations and policies of international organizations dealing with international economic relations. *Topics:* United Nations Commission on International Trade Law; European Communities; Eurotom; European Free Trade Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; Community of Three; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) — administrative matters, financial matters, Financial Support Fund, general policy matters, committees and agencies; North Atlantic Treaty Organization (NATO) — agreements, conferences and meetings, committees, defence expenditures, international competitive bidding, Group of Fourteen, financing, civil and military budgets, International Board of Auditors.

FIN/IER-565 *Formerly Identified as:* FIN-650
Agreements
Description: Information on the negotiations and the development of policies on international agreements between Canada and other countries, and between other countries. *Topics:* Automotive agreement; cultural, defence, space research, air, shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries.

FIN/IER-570 *Formerly Identified as:* FIN-660
General Agreement on Tariffs and Trade (GATT)
Description: Information on the development of policies, negotiations, decisions, reports, meetings on the General Agreement on Tariffs and Trade (GATT). *Topics:* Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round; 1973 Round.

FIN/IER-575 *Formerly Identified as:* FIN-670
International Trade
Description: General information on the conduct of trade between Canada and other countries. *Topics:* Trade of other countries; trade reports on other countries; trade with other countries; trade with individual countries.

FIN/IER-580 *Formerly Identified as:* FIN-680
Canada-United States — Oil and Gas
Description: Information on the development of policies on the importation and exportation of oil and gas between Canada and the United States. *Topics:* Petroleum leasing; mandatory oil import; West Coast Environmental Protection Agreement; strategic oil storage; Pipeline Treaty.

FIN/IER-585 *Formerly Identified as:* FIN-740
International Energy Matters
Description: Information on the development of policies on international relations, projects and organizations dealing with energy. *Topics:* International energy conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC).

FIN/IER-590 *Formerly Identified as:* FIN-690
Special Import Measures
Description: Information on the importation of goods at less than their market value, or which may cause serious injury to domestic procedures. *Topics:* International anti-dumping; international countervailing duties; *Special Import Measures Act;* emergency surtaxes; Canadian Anti-dumping Tribunal, commodities; Canadian countervailing duties; low-cost imports; quota consultations; commodities — textiles, by country.

FIN/IER-595 *Formerly Identified as:* FIN-700
Other Import Measures
Description: Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. *Topics:* International Commodity Group; Canadian customs; Canadian customs tariff; tariff board; generalized system of preferences — country files.

FIN/IFD-600 *Formerly Identified as:* FIN-730
International Monetary Fund (IMF)
Description: Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. *Topics:* Bretton Woods Institutions — annual meetings; policy; administration; directors; financial operations; facilities of the IMF; gold, quotas; special drawing rights; interim committee; Group of Ten; international liquidity; publications and reports; relations with Canada and other countries.

FIN/IFD-605 *Formerly Identified as:* FIN-750
International Economic and Financial Relations
Description: General information on international economic and financial relations, including conferences and meetings. *Topics:* Financial relations with other countries; economic summits; Bank for International Settlements; units of accounts.

FIN/IFD-610 *Formerly Identified as:* FIN-760
Economic, Political and Statistical Reports
Description: Information on international economic and other activity, and miscellaneous financial information. *Topics:* Japan; United Kingdom; United States; statistical information; other countries.

FIN/IFD-615 *Formerly Identified as:* FIN-780
International Programs
Description: General information on programs and events in other countries. *Topics:* Allocation strategy — multi-lateral debt rescheduling; Paris Club.

FIN/IFD-620 *Formerly Identified as:* FIN-790
Canadian Development Assistance
Description: General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. *Topics:* Bilateral and multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews.

FIN/IFD-625 *Formerly Identified as:* FIN-800
Canadian Development Assistance Programs
Description: Information on the Canadian government's programs of developmental assistance to specific foreign countries. *Topics:* Africa — Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia — Association of Southeast Asian Nations — India — Pakistan, projects.

FIN/IFD-630 *Formerly Identified as:* FIN-810
British Commonwealth Relations
Description: Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. *Topics:* Commonwealth; committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of Commonwealth officials; meetings — heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat — administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council — world development.

FIN/IFD-635 *Formerly Identified as:* FIN-820
Export Development
Description: Information on the administration, policies and programs of the Export Development Corporation, set up by the federal government to facilitate and develop trade between Canada and other countries. *Topics:* Export Development Corporation; board of directors; committee of directors; countries; long-term export financing, financing projects; insurance and investment; Nuclear Power Projects Committee; postwar loans and guarantees — countries, China; practices of other export credit institutions.

FIN/IFD-640 *Formerly Identified as:* FIN-830
International Financial Institutions
Description: General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. *Topics:* International Centre for Settlement of Investment Disputes (ICSID); multilateral projects.

FIN/IFD-645 *Formerly Identified as:* FIN-840
International Financial Institutions — Individual Institutions
Description: Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. *Topics:* African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC).

FIN/IFD-650 *Formerly Identified as:* FIN-850
International Organizations
Description: Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. *Topics:*

Intelligence reports — Africa, Caribbean and Latin America, Eastern Europe and Union of Soviet Socialist Republics, Middle East, non-Communist Europe, Southern Asia, Southeast Asia; International satellite communications; Organization of American States (OAS) — conferences and meetings.

FIN/IFD-655 *Formerly Identified as:* FIN-860
Military Assistance
Description: Information on the development of policies on the provision of military assistance, including training and material, to foreign countries and the administration of programs to provide this assistance. *Topics:* Programs.

FIN/IFD-660 *Formerly Identified as:* FIN-870
Multilateral Co-ordination of Aid and Financing
Description: Information on international programs and projects to furnish financial and other help to countries to develop their industries and resources. *Topics:* Development assistance programs — inter-governmental groups, United States of America; Organization for Economic Co-operation and Development (OECD) — Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits and Credit Guarantees (ECCGs), documents; OECD export credit arrangement.

FIN/IFD-665 *Formerly Identified as:* FIN-880
United Nations
Description: Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. *Topics:* Economic Commissions — Europe, committees; United Nations General Assembly committees — ad hoc, economic and social, Fifth Administrative and Budgetary — sessions; United Nations High Commissioner for Refugees (UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations.

FIN/IFD-670 *Formerly Identified as:* FIN-890
United Nations Agencies
Description: Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. *Topics:* United Nations Conference on Trade and Development (UNCTAD) — administration, committees and conferences, financial operations; UNCTAD Trade and Development Board — Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP) — administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) — commissions, standing committees, Science and Technology; subsidiary bodies — Trans-national Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) — Governing Council; Food and Agricultural Organization (FAO): administration, committees, conferences and meetings, Council, financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) — administration, conferences and meetings, Industrial Development Board; Inter-governmental Maritime Consultative Organization (IMCO): administration, committees; International Atomic Energy Agency (IAEA) — administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) — administration, conferences, financial operations, governing body, programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) — committees; World Health Organization (WHO) — administration, financial operations; World Health Assembly; World Meteorological Organization (WMO) — administration; World Tourism Organization (WTO) — transformation.

FIN/TAR-675 *Formerly Identified as:* FIN-900
Tariffs
Description: General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. *Topics:* Bilateral trade agreements; surtaxes, drawbacks; preferences for developing countries.

FIN/TAR-680 *Formerly Identified as:* FIN-910
Budgets
Description: Information on the preparation of the tariff content of federal budgets, including reports on requested rate changes and the drafting of legislation.

FIN/TAR-685 *Formerly Identified as:* FIN-920
Canadian Trade and Tariffs Committee
Description: Information on briefs presented to the Canadian Trade and Tariffs Committee by all interested Canadian groups and, agenda and minutes of committee meetings.

FIN/TAR-690 *Formerly Identified as:* FIN-930
General Agreement on Tariffs and Trade (GATT)
Description: Information on the preparation of detailed positions on tariff matters, customs valuation and to the conduct of negotiations on multilateral and bilateral trade issues under the GATT. *Topics:* Multilateral and bilateral trade negotiations; consolidations of, rectifications and modifications to Canada's GATT schedule on tariff bindings.

FIN/TAR-695 *Formerly Identified as:* FIN-940
Tariff Board
Description: Information on the review of recommendations made by the Board in its reports to the Tariff Board proceedings and to briefs submitted by the private sector.

FIN/TAR-700 *Formerly Identified as:* FIN-950
Tariff Items
Description: Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items.

FIN/TPL-705 *Formerly Identified as:* FIN-1340
Tax Policy
Description: General information on tax policy and legislation, including reports from Revenue Canada-Taxation, statistics, Royal Commission reports and studies on the subject of taxation; also information on indexing rates of taxation. *Topics:* Royal Commission on Taxation — briefs and submissions, reports and studies; White Paper on Tax Reform — studies; tax expenditures; personal income tax indexing; inflation indexing; Tax-Based Incomes Policy.

FIN/TPL-710 *Formerly Identified as:* FIN-1350
Budgets
Description: Information on the preparation and tabling of the federal government's budget. *Topics:* Bills; black books; Minister's briefing notes, complaints and enquiries. *Special Access Note:* Specific years should be requested by date and calendar year.

FIN/TPL-715 *Formerly Identified as:* FIN-1360

Income Tax

Description: General information on the *Federal Income Tax Act*, including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. *Topics:* Assessments, payments and returns; briefs and submissions; capital gains and losses; charities — Review of 1976; deferred and other income arrangements; excess profits tax; office or employment; partnerships; pensions and retirement plans; political contributions; resources — forestry, oil and gas oilsands; trusts — estates and gifts.

FIN/TPL-720 *Formerly Identified as:* FIN-1370

Income Tax on Business and Property

Description: Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; land and real estate; special cases.

FIN/TPL-725 *Formerly Identified as:* FIN-1400

Non-Resident Taxes

Description: Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Business and corporations; personal; withholding tax.

FIN/TPL-730 *Formerly Identified as:* FIN-1410

Personal Income Tax

Description: Information on federal personal income taxes, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; education; exemptions; income maintenance; special groups.

FIN/TAC-735 *Formerly Identified as:* FIN-1430

Remissions of Taxes

Description: Information on the remission of estate taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes.

FIN/TAC-740 *Formerly Identified as:* FIN-1440

Commodity Taxes

Description: Information on advice and recommendations for changes, the development of detailed policy proposals and the drafting of amendments to legislation in the area of federal excise and sales taxes as they apply to goods manufactured or produced in Canada or imported into Canada, including proposals from the public or other government departments or agencies. *Topics:* Budgets; Commodity Tax Review Group submissions; compliance and collection; *Excise Act* and *Excise Tax Act;* federal-provincial considerations; international considerations; liability for tax; licensing and registration; studies; valuation of goods; wholesale tax project 1980-83.

FIN/TAC-745 *Formerly Identified as:* FIN-1450

Federal Sales Tax

Description: Information on the federal sales tax charged on goods and services. *Topics:* Base Federal Sales Tax; clothing and footwear; construction materials and equipment for buildings; coverings and containers; educational, technical, cultural, religious and literary items; energy conservation products; farm and forest products; foodstuffs; fuels and electricity; gasoline and diesel fuel; goods affected by metric conversion; goods enumerated in customs tariff items; goods manufactured in institutions; health goods; marine products and fisheries; municipalities; purchases by manufacturers; sports equipment; transportation and construction equipment.

FIN/TAC-750 *Formerly Identified as:* FIN-1460

Refunds, Credits, Drawbacks and Remissions

Description: Information on the refund and remittance of overpayments of federal excise and sales taxes. *Topics:* Transportation and construction equipment.

FIN/TAC-755 *Formerly Identified as:* FIN-1470

Special Excise Tax

Description: Information on the excise taxes charged on imported goods. *Topics:* Air transportation; alcohol and tobacco products; energy; Oil Export Tax.

FIN/CRT-760 *Formerly Identified as:* FIN-1380

Capital Cost Allowances

Description: Information on the capital cost allowances in the federal income tax system, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Equipment — transportation and construction; resources; Review of 1976.

FIN/CRT-765 *Formerly Identified as:* FIN-1390

Taxes on Corporations and Shareholders

Description: Information on the federal income tax on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; investment income; reorganizations; securities; special rules.

FIN/CRT-770 *Formerly Identified as:* FIN-1420

International Taxation

Description: Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other countries, privileges and immunities. *Topics:* Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom, the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons.

FIN/GFD-775 *Formerly Identified as:* FIN-400

Government Finance

Description: General information on the financial operations of the federal government, the management of the government's finances and the administration of certain funds for which the federal government is responsible. *Topics:* Public Accounts; receipt and deposit of public monies; signing authorities; Royal Commission on Banking and Finance; Special Purpose Money — Queen's Fellowship Fund, Inmate Trust Fund; trusts, estates and legacies; Supplementary Retirement Benefits Fund.

FIN/GFD-780 *Formerly Identified as:* FIN-430

Guaranteed Loans

Description: Information on programs under which the government guarantees the repayment of loans made to certain individuals, groups and companies. *Topics:* Canada Student Loans Plan; Farm Improvement Loans; Fisheries Improvement Loans; Indian Economic Development Fund; Small Business Loan Program; Veterans' Business and Professional Loans; *Regional Development Incentive Act* Program. *Special Access Note:* Files on specific individuals, groups or companies should be requested by name.

FIN/ADM-901 *Formerly Identified as:* NO REFERENCE
Administration (New)
Description: See Standard Classes of Records.

FIN/ADM-902 *Formerly Identified as:* NO REFERENCE
Acts and Legislation (New)
Description: See Standard Classes of Records.

FIN/ADM-903 *Formerly Identified as:* NO REFERENCE
Administrative and Management Services (New)
Description: See Standard Classes of Records.

FIN/ADM-904 *Formerly Identified as:* NO REFERENCE
Co-operation and Liaison (New)
Description: See Standard Classes of Records.

FIN/ADM-905 *Formerly Identified as:* NO REFERENCE
Buildings and Properties (New)
Description: See Standard Classes of Records.

FIN/ADM-906 *Formerly Identified as:* NO REFERENCE
Buildings (New)
Description: See Standard Classes of Records.

FIN/ADM-907 *Formerly Identified as:* NO REFERENCE
Lands (New)
Description: See Standard Classes of Records.

FIN/ADM-908 *Formerly Identified as:* NO REFERENCE
Utilities (New)
Description: See Standard Classes of Records.

FIN/ADM-909 *Formerly Identified as:* NO REFERENCE
Equipment and Supplies (New)
Description: See Standard Classes of Records.

FIN/ADM-910 *Formerly Identified as:* NO REFERENCE
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

FIN/ADM-911 *Formerly Identified as:* NO REFERENCE
Office Appliances (New)
Description: See Standard Classes of Records.

FIN/ADM-912 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: See Standard Classes of Records.

FIN/ADM-913 *Formerly Identified as:* NO REFERENCE
Vehicles (New)
Description: See Standard Classes of Records.

FIN/ADM-914 *Formerly Identified as:* NO REFERENCE
Finance (New)
Description: See Standard Classes of Records.

FIN/ADM-915 *Formerly Identified as:* NO REFERENCE
Accounts and Accounting (New)
Description: See Standard Classes of Records.

FIN/ADM-916 *Formerly Identified as:* NO REFERENCE
Audits (New)
Description: See Standard Classes of Records.

FIN/ADM-917 *Formerly Identified as:* NO REFERENCE
Budgets (New)
Description: See Standard Classes of Records.

FIN/ADM-918 *Formerly Identified as:* NO REFERENCE
Personnel (New)
Description: See Standard Classes of Records.

FIN/ADM-919 *Formerly Identified as:* NO REFERENCE
Classification of Positions (New)
Description: See Standard Classes of Records.

FIN/ADM-920 *Formerly Identified as:* NO REFERENCE
Employment and Staffing (New)
Description: See Standard Classes of Records.

FIN/ADM-921 *Formerly Identified as:* NO REFERENCE
Human Resources (New)
Description: See Standard Classes of Records.

FIN/ADM-922 *Formerly Identified as:* NO REFERENCE
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

FIN/ADM-923 *Formerly Identified as:* NO REFERENCE
Official Languages (New)
Description: See Standard Classes of Records.

FIN/ADM-924 *Formerly Identified as:* NO REFERENCE
Pensions and Insurance (New)
Description: See Standard Classes of Records.

FIN/ADM-925 *Formerly Identified as:* NO REFERENCE
Salaries and Wages (New)
Description: See Standard Classes of Records.

FIN/ADM-926 *Formerly Identified as:* NO REFERENCE
Staff Relations (New)
Description: See Standard Classes of Records.

FIN/ADM-927 *Formerly Identified as:* NO REFERENCE
Training and Development (New)
Description: See Standard Classes of Records.

Deleted Classes of Records

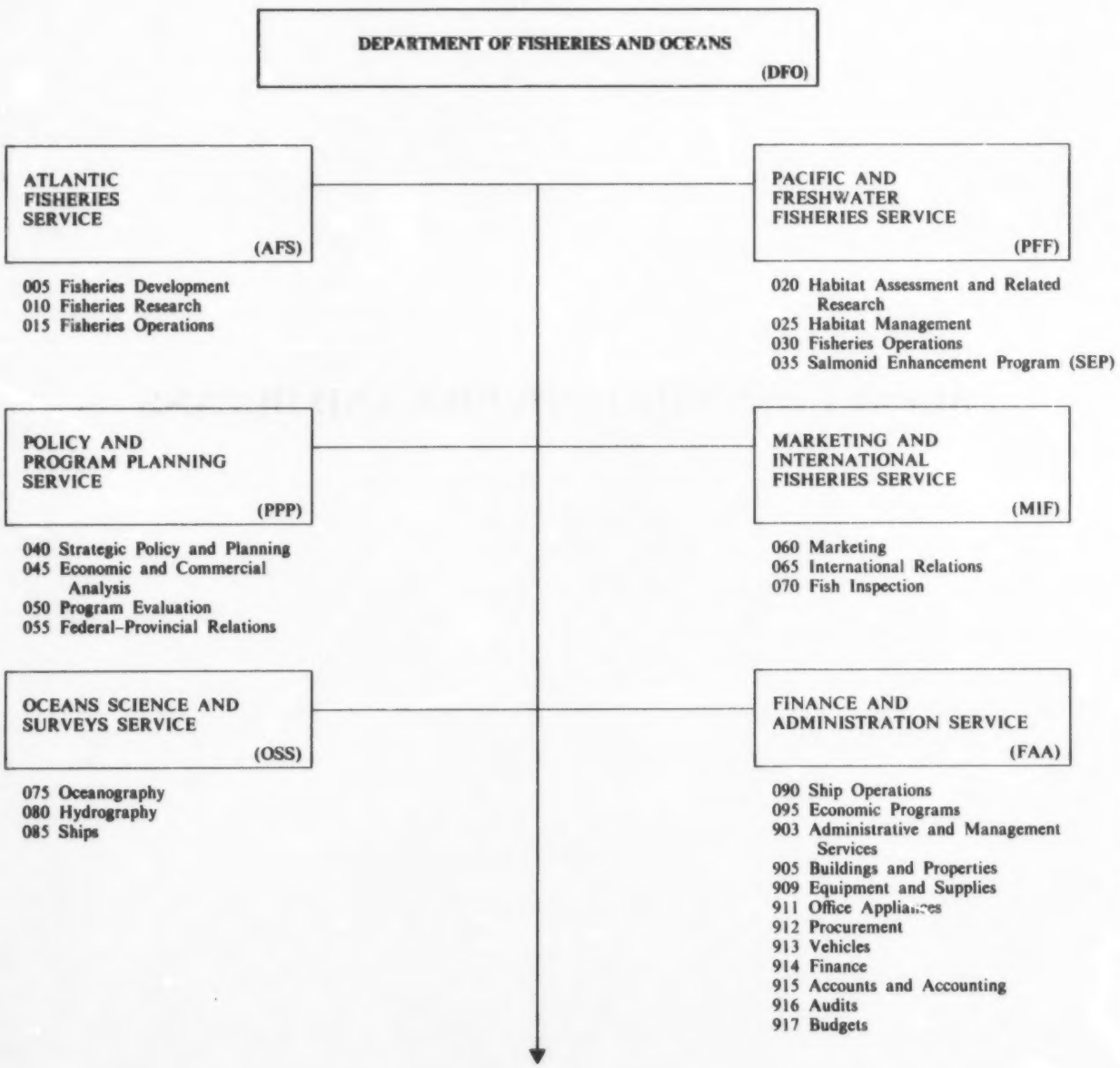
The following classes of records have been deleted and the information contained in them transferred to other classes of records with similar content.

FIN-220 International Financial Developments
FIN-410 Canada Pension Plan Investment Fund
FIN-770 Computer Records

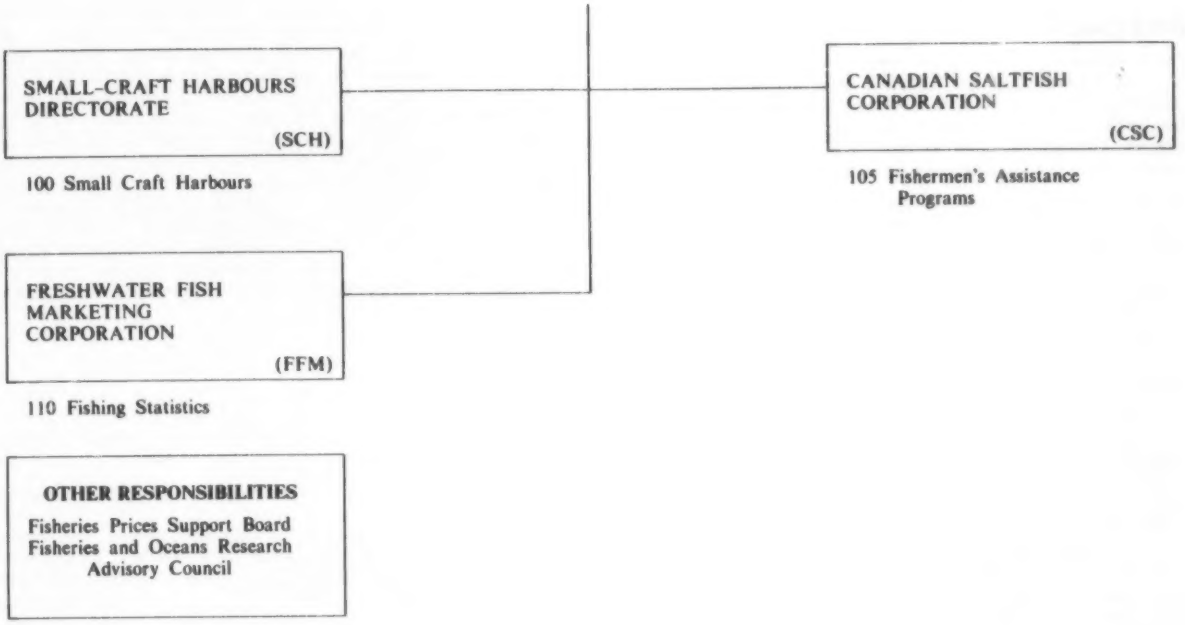
DEPARTMENT OF FISHERIES AND OCEANS

Chapter 46

DEPARTMENT OF FISHERIES AND OCEANS



DEPARTMENT OF FISHERIES AND OCEANS



ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF FISHERIES
AND OCEANS
200 KENT STREET
OTTAWA, ONTARIO
K1A 0E6

DEPARTMENT OF FISHERIES AND OCEANS

Background

The Department of Fisheries and Oceans is responsible for a wide range of fisheries activities including fisheries management and research in coastal and inland waters; fisheries economic development and marketing; international fisheries negotiations; oceanographic research; hydrographic surveying and charting; and the development and administration of fishing and recreational harbours.

The main legislative base for the Department is the *Department of Fisheries and Oceans Act*, which established the Department in April, 1979; and the *Fisheries Act*, enacted in 1867 in accordance with the responsibility for "sea-coast and inland fisheries" placed on the federal government by Section 91(12) of the *British North America Act*. The Minister of Fisheries and Oceans is responsible to Parliament for the administration of the laws governing Canada's fisheries.

The objectives of the Department are to assure:

- the comprehensive husbandry and management of Canada's fisheries resources through the protection, rehabilitation and enhancement of individual fish stocks and the aquatic habitat upon which these resources depend;
- the best use of fisheries resources, through a variety of measures affecting when, where, how and by whom these resources are harvested, processed and marketed to obtain the highest possible social and economic benefits;
- hydrographic surveying of Canada's coastal and inland waters for the production of nautical charts and other information necessary for safe navigation;
- the acquisition of knowledge of oceanic processes and environments so as to support activities related to defence, marine transportation, the exploitation of offshore energy resources and the management of the fishery resource and its aquatic habitat;
- the provision of a national ocean information service; and
- the provision and administration of a national system of harbours in support of commercial fishing vessels and recreational boating.

Laws and Regulations

- Fisheries Act
- Department of Fisheries and Oceans Act
- Fisheries Development Act
- Fisheries Prices Support Act
- Fisheries Improvement Loans Act
- Freshwater Fish Marketing Act
- Canadian Saltfish Act
- Fish Inspection Act
- Coastal Fisheries Protection Act
- Great Lakes Fisheries Convention Act
- Pacific Salmon Fisheries Convention Act
- North Pacific Fisheries Convention Act
- Northern Pacific Halibut Fisheries Convention Act
- Northwest Atlantic Fisheries Convention Act
- Pacific Fur Seals Convention Act
- Fishing and Recreational Harbours Act
- Fisheries and Oceans Research Advisory Council
- Atlantic Fisheries Restructuring Act

Overall Responsibilities

The federal government, under the *BNA Act*, has exclusive legislative jurisdiction over Canada's fisheries in coastal and inland waters, but some provinces have been delegated certain administrative responsibilities in varying degrees. Thus, the Department is fully responsible for the management of all fisheries, both marine and freshwater, in four east coast provinces (Nova Scotia, New Brunswick, Newfoundland, and Prince Edward Island) and in the Northwest and Yukon Territories. In four inland provinces (Ontario, Manitoba, Saskatchewan, and Alberta) the management of all fisheries is a provincial responsibility. In Québec, the provincial government manages freshwater fisheries and certain marine fisheries, although the inspection of fish and fishery products for trade outside the province is undertaken by the federal department. Fisheries and Oceans has similar fish inspection responsibilities in all areas of Canada. In British Columbia, the fisheries for marine and anadromous species (i.e., fish that migrate from freshwater to sea) are managed by the federal department, but the provincial government manages freshwater fisheries.

Organization

Fisheries and Oceans is made up of six main organizational components: Atlantic Fisheries, Pacific and Freshwater Fisheries, Ocean Science and Surveys, Marketing and International Fisheries, Policy and Program Planning, and Finance and Administration.

The Department is headed by a deputy minister and an associate deputy minister; each of the six organizational components is headed by an assistant deputy minister. In addition, there are several other administrative or special units which report directly to the deputy minister, namely, Small Craft Harbours, Legal Services, Personnel, and Communications.

The fisheries component of the Department has regional offices in St. John's, Halifax, Moncton, Burlington, Québec City, Winnipeg, and Vancouver; each is headed by a director general.

Ocean Science and Surveys administers regional offices in Dartmouth, Burlington, and Victoria, also headed by directors general, and in Québec City, administered by a director. A total of 1,200 facilities is managed by the Department, the major facilities being inspection laboratories, biological research stations and oceanographic research institutes.

The Department has a staff complement exceeding 6,000 and an annual budget of approximately $600 million.

Two agencies report to Parliament through the Minister of Fisheries and Oceans: the Canadian Saltfish Corporation and the Freshwater Fish Marketing Corporation.

Fisheries Management

The Fisheries Management programs of the Department are intended to ensure maximum economic and social benefit to Canada from the use of fisheries and other aquatic living resources of coastal and inland waters. Other programs are directed at conserving these resources and maintaining the aquatic environment in a healthy, productive state.

An important responsibility is the surveillance and management of fisheries within the 200-mile exclusive fisheries zones established since 1977 on both the east and west coasts, and the associated research and stock assessments needed for rational decisions on sharing access to the fisheries resource among Canadian and foreign fishing fleets.

Specific programs are carried on in all regions of Canada to ensure the conservation and protection of fisheries resources and, within the limits of resources available, their development and expansion; the upgrading of the quality of fish and fishery products; and assistance to fishermen and industry in the development of new products and of more effective harvesting, production and marketing techniques.

Programs of fisheries and aquatic research directly supporting national and international fisheries activities are conducted from

centres located in key coastal and inland areas. These include the Northwest Atlantic Fisheries Centre, St. John's, Newfoundland; the Bedford Institute of Oceanography, Dartmouth, Nova Scotia; the St. Andrews Biological Station, St. Andrews, New Brunswick; the Arctic Biological Station, Ste-Anne-de-Bellevue, Québec; the Canada Centre for Inland Waters, Burlington, Ontario; the Freshwater Institute, Winnipeg, Manitoba; and the Pacific Biological Station, Nanaimo, British Columbia; as well as research units in Halifax, Québec City, Vancouver, and Moncton.

The scope of fisheries and aquatic research is extremely varied. It covers studies in biology, ecology, population dynamics, distribution and migrations of fish, marine mammals and shellfish, and the forecasting of fish stock abundance. Studies are also directed towards the quality control of fish catches and fishery products; the development and application of aquaculture techniques in salt and fresh water; the study of relationships among species; and the calculation of sustainable yields of fish and marine mammal stocks harvested in the commercial and recreational fisheries. In addition, specialists carry out social and economic analyses to assist in policy formulation for all significant aspects of fisheries use, potential and management.

Economic Development and Marketing

The Department provides support in various ways to strengthen the fishing industry's capabilities to market and promote the sale of fish products and obtain the most favourable prices. In addition, long-range and strategic planning aimed at the orderly economic development of the industry is carried out. This function involves the collection, analysis and distribution of data and information on fish catches, production and trade.

Various financial assistance programs are available to commercial fishermen, including the Fishing Vessel Assistance Program and the Fishing Vessel Insurance Plan. The Department also administers loans under the *Fisheries Improvement Loans Act*.

Working closely with the Department of External Affairs, departmental staff are actively involved in negotiating agreements or treaties on fishing rights or trade arrangements with foreign countries. Currently Canada participates in 11 international fisheries commissions and is involved in 10 other international agreements concerned with the management of Canadian fisheries under international regulation or protection of the marine environment.

Departmental staff have played a key role in the development and negotiation of Canada's position in the United Nations' Law of the Sea Conference, and also provide departmental input into Canadian fisheries and marine overseas aid programs administered through such organizations as the Canadian International Development Agency and the Food and Agriculture Organization of the United Nations.

Ocean Science and Surveys

Under the broad heading of Ocean Science and Surveys is grouped an extensive range of programs contributing to the management and development of renewable and non-renewable ocean resources and to the understanding of ecological processes within the aquatic and marine environment, as well as the precautions and remedies required to restore and protect that environment and the resources associated with it.

Field programs are conducted from the Bedford Institute of Oceanography in Dartmouth, Nova Scotia; the Institute of Ocean Sciences at Patricia Bay, British Columbia; the Canada Centre for Inland Waters, Burlington, Ontario; and the Champlain Centre for Marine Sciences and Surveys, Québec City, Québec.

In addition to physical, chemical and biological oceanographic research, activities include the operation of a marine environmental data service which collects and distributes oceanographic and wave climate information, tide and water level measurements, and other related data.

Staff members are involved in ecological and environmental studies related to the marine and aquatic environment, directed primarily toward the control of pollution and the determination of safety margins of contaminants as they affect aquatic life. They also respond to the constant demand for aquatic resource inventories and environmental impact assessments, particularly for projects with potential effects on aquatic life in the ecologically delicate Arctic and in sheltered coastal waters such as the Gulf of St. Lawrence and the Strait of Georgia.

A major responsibility of Ocean Science and Surveys is the planning and implementation of a national program of hydrographic surveying and charting of navigable coastal and inland waters. The hydrographic unit (Canadian Hydrographic Service) traces its history to 1883, when the Canadian government started a survey of Georgian Bay. In addition to producing navigation charts for coastal and inland waters, this work includes the production of special charts and maps for pleasure craft, the fishing industry, territorial defence and offshore exploration. Publications to assist navigation, such as Canadian Tide and Current Tables and Sailing Directions, are also produced.

Small Craft Harbours Directorate

This directorate develops, maintains, upgrades and administers fishing and recreational harbours and marine facilities at approximately 2,300 locations across Canada. About two-thirds of these serve the commercial fishery, while the remainder are for recreational and mixed uses. Regional directors' offices are located in Vancouver, Winnipeg, Burlington, Québec City, Moncton, Halifax and St. John's. Each office employs staff with engineering expertise, and includes administration, financial and property services. Harbour managers are employed at some of the busier harbours. The Department of Public Works acts as technical agent and supplies professional services related to property acquisition, engineering, construction and contracting.

The directorate's main role is to provide harbour facilities and improvements (e.g. wharves, breakwaters, dredging), services (e.g. water, electricity), and harbour administration that enable the fishermen to safely and economically carry out their business. The directorate also assists other levels of government and the private sector on a cost-shared basis in the development of public facilities in support of recreational boating and sports fishing.

Ship Operations

To carry out its varied responsibilities in the areas of fisheries protection, marine and oceanographic research, and hydrographic surveys, the Department operates more than 600 vessels.

Fisheries surveillance and protection vessels, about 100 in all, vary from 61.5 metres to small launches that patrol inshore marine waters and inland lakes and rivers. Fisheries research vessels, oceanographic research and hydrographic survey vessels operate in coastal and inland waters. These vessels also play a major role in the federal government's search and rescue operations, and have been credited with numerous life-saving acts at sea and in inland waters.

Key Contacts

General Information

Informal requests for information continue to be handled by the communications offices at headquarters and in the regions. Information includes press releases, speeches, brochures and pamphlets. Requests should be directed to either the

Communications Branch
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6

or to the communications offices of the regional offices in St. John's, Halifax, Dartmouth, Moncton, Québec City, Burlington, Winnipeg, Vancouver and Victoria (see below for addresses).

Libraries

The libraries of the Department are the main repository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. The libraries are information resource centres where access forms are available and assistance given to ascertain if information requested is already available in the public domain and does not require formal access procedures. Every effort is made to encourage this informal access to information to eliminate unnecessary paperwork and, in some instances, financial implications.

The Department's libraries have been designated under Section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees of the institution in administering or carrying out programs or activities that affect the public.

The addresses of departmental regional libraries are listed below.

Institute of Ocean Sciences Library
Box 6000
Sidney, British Columbia
V8L 4B2

Pacific Biological Station Library
Nanaimo, British Columbia
V9R 5K6

West Vancouver Laboratory Library
Department of Fisheries and Oceans
4160 Marine Drive
West Vancouver, British Columbia
V7V 1N6

Fisheries Management Regional Library
Department of Fisheries and Oceans
1090 West Pender Street
Vancouver, British Columbia
V6E 2P1

Freshwater Institute Library
501 University Crescent
Winnipeg, Manitoba
R3T 2N6

Biological Station Library
Department of Fisheries and Oceans
St. Andrews, New Brunswick
E0G 2X0

Atlantic Fisheries, Gulf Region Library
Department of Fisheries and Oceans
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6

Northwest Atlantic Fisheries Centre
Department of Fisheries and Oceans
P.O. Box 5667
St. John's, Newfoundland
A1C 5X1

Scotia-Fundy Regional Library
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7

Bedford Institute of Oceanography Library
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2

Library Services
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6

Library
Department of Fisheries and Oceans
P.O. Box 15500
Québec City, Québec
G1K 7Y7

Arctic Biological Station Library
Department of Fisheries and Oceans
555 St. Pierre Street
Ste-Anne-de-Bellevue, Québec
H9X 3R4

Access Procedures

All formal requests for information under the *Access to Information Act* should be sent to the Access to Information Co-ordinator, in care of the appropriate regional library of the Department (see previous list). To contact the Co-ordinator directly, write to

Access to Information Co-ordinator
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-0991

Enquiries should clearly identify the class of record requested and any additional information which will assist in locating information within departmental records.

Atlantic Fisheries Service

Headed by the assistant deputy minister (Atlantic Fisheries), this service is responsible for the planning, direction and co-ordination of field operations relating to fisheries management in Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island and Québec. This service is also responsible for the development and implementation of commercial and recreational fisheries policies and programs in those areas. The work involves resource allocation, implementation of development programs, fulfilment of foreign arrangements, and conservation, protection and enhancement of fishery resources and fish habitat on the Atlantic coast. The service has national responsibility for fisheries research and the national enforcement program, while also assisting fishermen and the fish processing sector in achieving more effective harvesting and production through financial and technical support.

Atlantic Operations Directorate

Headed by the director general (Atlantic Operations), this directorate is responsible for providing advice and support to the assistant deputy minister (Atlantic Fisheries) on issues related to fisheries management in the various regions of the Atlantic coast. This involves co-ordinating policies and programs on a national basis and working with the regions towards the surveillance and management of the 200-mile exclusive fisheries zones. Specifically, these programs include the design and administration of a licensing system and resource allocation, including yearly fishing plans and the co-ordination of enforcement activities. The directorate also works towards quality improvement, and the provision of assistance to fishermen and

processors in the development of new methods of harvesting and processing.

Atlantic Regional Offices

There are four regional offices on the east coast, each headed by a director general who reports to the assistant deputy minister (Atlantic Fisheries). The day-to-day responsibility for fisheries management and operations rests with the regional office. This includes implementing decisions dealing with management and conservation, enforcement of fisheries regulations (including the operation of a major ocean patrol and research fleet), industrial development, and fish inspection, marketing and promotion. Scientific research in support of management and development of fisheries and fish habitat is conducted at regional fisheries research branches. Statistics on fisheries operations are collected on an on-going basis. Administration of the fishing vessel insurance and vessel construction assistance programs are handled within the regions, as is the management of federally-funded small-craft harbours programs. The regional offices also undertake the inspection of fish processing and handling facilities for fish entering the inter-provincial or export trade and for imported fish products. Although the federal government has exclusive jurisdiction over both coastal and inland fisheries, some provinces have accepted to varying degrees the administrative responsibility for their fisheries. The freshwater fisheries operation in Québec is an example of this delegated authority.

Scotia-Fundy Region — Halifax

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, in most of Nova Scotia and southwestern New Brunswick.

Newfoundland Region — St. John's

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for the province of Newfoundland except that part bordering on the Gulf. The region also administers a Bait Program through which it supplies bait to Newfoundland fishermen from 16 key bait depots and 25 small holding units.

Gulf Region — Moncton

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for all areas bordering on the Gulf of St. Lawrence, including all of Prince Edward Island and parts of New Brunswick, Nova Scotia and Newfoundland.

Québec Region — Québec City

This regional office is responsible for the direct day-to-day management of marine fisheries for all the province of Québec.

Fisheries Research Directorate

Fisheries research is conducted to provide the scientific basis for the management and development of Canada's fisheries and fish habitat. Research programs are focused on resource assessment; aquaculture and resource development; and habitat assessment and development. Fisheries research establishments consist of the Fisheries Research Directorate in Ottawa and seven regional Fisheries Research branches. The Fisheries Research Directorate in Ottawa is headed by a director general and provides a national focus for fisheries research, co-ordinates relevant activities among regions, and provides advice and support to assistant deputy ministers (Atlantic Fisheries Service and Pacific and Fresh Water Fisheries).

The Ontario, Western and Pacific regional branches report to the assistant deputy minister (Pacific and Fresh Water Fisheries) through their respective directors general.

The following Fisheries Research establishments report to the assistant deputy minister (Atlantic Fisheries Service):

- Fisheries Research Branch, Newfoundland Region — is based at the Northwest Atlantic Fisheries Centre, St. John's, Newfoundland;
- Fisheries Research Branch, Scotia-Fundy Region — has its headquarters and laboratories in Halifax; also operates a biological station in St. Andrews, New Brunswick, and laboratories of the Marine Fish Division at the Bedford Institute of Oceanography;
- Fisheries Research Branch, Gulf Region — has its headquarters and main laboratories at the regional headquarters in Moncton, and additional laboratories at the University of Moncton;
- Fisheries Research Branch, Québec Region — has its headquarters at the regional headquarters in Québec City; also operates the Arctic Biological Station in Ste-Anne-de-Bellevue, and laboratories at the University of Québec in Rimouski.

Manuals

- Manual of Compliance, Fish Health Regulations
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

Scotia-Fundy Region

- Observers' Field Manual, Domestic and Foreign Fishing Vessels
- Fisheries' Officers Enforcement Policy Manual

Newfoundland Region

- Officers' Manual for Interpretation and Enforcement of the Fisheries Acts and Regulations
- Foreign Observer Program Operations Manual
- Observer Program Training Manual

Pacific and Freshwater Fisheries Service

This service is responsible for the planning, direction and co-ordination of field operations related to the marine and anadromous fisheries in British Columbia and all fisheries in the Yukon and Northwest Territories. Work in these areas includes resource allocation, implementation of development programs and fulfilment of foreign arrangements. In Ontario, Manitoba, Saskatchewan, and Alberta, the federal government supports a strong research program, carries out inspection of fish and fish products and enforces federal fisheries regulations. The provinces are responsible for all other aspects of fisheries management, although the federal government develops and implements commercial fisheries policy for the short- and medium-term in these areas. The service also has national responsibility for fish habitat (including enhancement activities).

Fisheries Operations Directorate

This directorate is responsible for providing advice and support to the assistant deputy minister (Pacific and Freshwater Fisheries) on issues related to fisheries management in the various regions of western Canada. This involves co-ordinating and working with the regions for the surveillance of the 200-mile exclusive fisheries zones, research and stock assessments, conservation programs, fish and fishery products upgrading, and assistance to fishermen and processors in the development of improved and new methods of harvesting and processing.

Fish Habitat Management Branch

This branch provides advice on fish habitat management issues in all regions of Canada. This involves the preparation of national policy

guidance on habitat affairs and co-ordinating work with the regions. Activities relate to habitat protection; conservation; compliance with legislation; and restoration and development. The branch also advises on research in support of departmental protection of fish and fish habitat.

Pacific and Freshwater Regional Offices

The Pacific and Freshwater Fisheries Service is divided into three regional offices.

Pacific Region — Vancouver

This regional office deals with both the on-going management concerns and the final stages of program development and evaluation for the marine and anadromous fisheries in British Columbia, and is responsible for maintaining liaison with industry and the public in all matters related to the resource and industry. The office deals with inland and offshore resource management and conservation in the areas of commercial, recreational and native food fisheries; provides inspection services; enforces fisheries regulations and administers the fishermen's insurance program; oversees the licensing system and resource allocation while carrying out biological and technical research on fish and other aquatic fauna, and methods of harvesting and processing them. Federally funded small-craft harbours in the region are managed through the regional office, which also undertakes the design, construction and operation of facilities within the Salmonid Enhancement Program. Scientific and technical information necessary for on-going fisheries management and future planning is gathered within the region, particularly as it relates to fish habitat management. Technical support is provided to fishermen in the areas of catching, handling, onboard freezing, stowing and marketing of fish.

Western Region (The Freshwater Institute) — Winnipeg

The Freshwater Institute, which is the western regional office of Fisheries and Oceans, shares responsibility for fisheries management with the provincial governments of Manitoba, Saskatchewan and Alberta. While the regional office undertakes the inspection and certification of fish processing and handling facilities, most other aspects of fisheries management are the responsibility of the provinces. Management programs related to both marine and freshwater species in the Northwest Territories, however, are under federal control. The regional office sponsors services which promote the transfer of technology for practical applications in the fields of engineering, design, process and product development, and provides engineering support to industry. It administers the fishing vessel insurance plans throughout the region and also undertakes the collection of fisheries statistics and the economic analysis of regional operations as a basis for policy recommendations. The region is also responsible for the direct administration of the federally funded small-craft harbours program.

Management of fisheries (including marine mammals) in the Northwest Territories, covers surveillance of fisheries and enforcement of fisheries regulations; the implementation of resource allocations and conservation programs; and extensive research. The region participates as the representative of the Department on various inter-agency committees and task forces concerned with protecting and developing fisheries resources in northern Canada. The Freshwater Institute has a strong research program which is carried out within the region and in co-operation with other regions.

Ontario Region — Burlington

The Ontario provincial government shares responsibility for the administration of the fisheries sector. While the province is responsible for the conservation and regulation of the sport and commercial fisheries, the Department undertakes a number of programs to complement the provincial management effort and improve returns to the fishing sector. These programs include the inspection and certification of imported and domestic fish products, and fish processing and handling facilities; and the provision of engineering support to the fishing industry and sponsorship of product and process development studies to maximize benefits from the resource. The Fishing Vessel Insurance and Vessel Assistance Programs are also administered federally. In addition, the region carries out a research program directed primarily at providing an understanding of the effects of pollution and habitat degradation on the fishing resources of the Great Lakes. To allow rehabilitation of desirable fish stocks in the Great Lakes, a program to control the sea lamprey is administered. Finally, the region is responsible for the construction and management of the federal program of small-craft harbours in Ontario, and provides marketing services to the commercial fishing industry.

Manuals

- Departmental Fish Inspection Manual
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

Pacific Region

- Fisheries Officers' Training Manuals

Western Region

- Lake Classification Inspection Procedures Manual
- Plant Inspection Procedures Manual
- Occupation Health and Safety Manual

Policy and Program Planning Service

The service is responsible for developing a strategic policy framework to provide the Minister and the Department with a firm basis for assessing current conditions and future directions for Canadian fisheries and ocean policies. It provides policy advice to the Minister, deputy minister and associate deputy minister, and briefs them on all departmental proposals going to Cabinet, as well as on those originating from other departments which have implications for the Department of Fisheries and Oceans; it recommends fisheries-related policies and programs for assisting the development of viable industries, and for fostering the overall economic and social development of regions where the fishery resource plays an important role; provides advice on the economic performance of fisheries and oceans industries, and on the related impact of federal decisions. The service also develops specific policies and programs in areas of national concern, such as native fisheries and recreational fisheries; provides advice on constitutional matters and federal-provincial relations affecting fisheries and oceans; undertakes surveys and generates statistics necessary for the development of fisheries policies; represents the federal government and the Department in the negotiation of fisheries and ocean science matters; and formulates and implements program evaluation policies, strategies and plans.

Strategic Policy and Planning Directorate

The directorate is responsible for developing the Department's strategic priorities, and ensuring that they are consistent with the overall priorities of the federal government. It also implements an overall framework for the development of strategic policy in all areas respecting fisheries and oceans policies; provides briefings to the Minister, deputy minister and associate deputy minister on all departmental proposals going to Cabinet, as well as on those originating from other departments which have implications for the Department of Fisheries and Oceans; and develops policy positions with respect to native affairs in the fisheries.

Economic and Commercial Analysis Directorate

The directorate is responsible for developing and recommending strategies for maximizing the economic and commercial success of the fisheries and oceans sector; assessing the effectiveness of policies and programs in promoting economic, commercial and regional development related to the fisheries and ocean sectors; and conducting economic analyses of domestic and international economic developments affecting fisheries and oceans development. It also develops a framework for all economic and commercial analysis undertaken in the Department, whether in Ottawa or the regions; analyzes the effects of government decisions on commercial enterprises in the fisheries and oceans sector; and recommends policies for enhancing commercial viability. In addition, the directorate generates national fisheries statistics and co-ordinates regional fisheries statistics programs; develops policies and programs for the recreational fisheries; develops economic models to facilitate quantitive economic analysis and forecasting; and manages the Department's publication of economic and commercial studies.

Federal-Provincial Relations Division

The division is responsible for developing and maintaining a federal/provincial/territorial overview for the Department; and developing and maintaining a liaison and response capacity with the Federal-Provincial Relations Office and other central agencies on all federal/provincial issues affecting the fisheries and oceans sector. It also co-ordinates and manages the development of federal/provincial/territorial issues which cut across major services within the Department of Fisheries and Oceans; provides advice on constitutional matters affecting the Department's programs and policies; and identifies federal/provincial/territorial irritants and develops proposals for resolution.

Program Evaluation

The division is responsible for designing and developing annual and multi-year evaluation plans, and for implementing them as approved by senior management; and for undertaking specific evaluation studies, including recommendations to the deputy minister, associate deputy minister and other senior executives, for the discontinuation, modification or confirmation of policies and programs. It also develops frameworks for evaluation so that new policies and programs generate the data necessary for thorough evaluations; and undertakes special reviews and studies as required by the deputy minister/associate deputy minister.

Marketing and International Fisheries Service

The branch is responsible for the development and implementation of marketing and international policies for Canada's fishing industry. This involves the development and implementation of policies and programs for the increased sale and consumption of Canadian fish products; the overall direction of international marketing policies; the representation of Canadian and departmental interests in both bilateral and multilateral international negotiations; increasing the overall presence of the Canadian fisheries and related sectors in developing countries through a variety of international assistance programs; and increasing fish content in the food aid program.

The branch is comprised of four major areas of responsibility: marketing, international fisheries, inspection, and liaison with Crown corporations.

Marketing Directorate

This directorate is responsible for the development and implementation of marketing policies and programs to ensure that maximum economic and social benefits arise from the fisheries resource. It assists in the identification of new markets and in the development of existing markets; and supports and strengthens the fishing industry's capacity to market its products. This includes market assessment, forecasting, market development and promotion; and the provision of business systems to improve profitability. It analyzes supply and demand, and monitors domestic and international market conditions and developments. The directorate also assists in product and market development.

The directorate comprises various branches, including Marketing Intelligence and Industry Services, Promotions, and Market Development.

International Directorate

The directorate is responsible for directing and overseeing the implementation of bilateral fisheries treaties with 12 governments; bilateral relations with countries with which Canada does not have the usual treaties (e.g. the U.S.A., Mexico, Iceland and numerous others), and Canadian obligations as a member of international organizations; the *Coastal Fisheries Protection Act*, and the *Territorial Seas and Fishing Zones Act;* and general international policies such as those set out in the Atlantic Fisheries Task Force Report.

In performing these functions the directorate plans all international fisheries policies; co-ordinates with other parts of the Department and other governmental agencies; negotiates agreements with other countries; provides functional direction for the work by other parts of the Department; and provides direction for work done by other departments and government agencies to implement international obligations. The directorate also provides the focus for departmental involvement in the programs of multilateral organizations such as the Food and Agricultural Organization of the United Nations (FAO), the Organization for Economic Co-operation and Development (OECD), and the World Food Program.

The directorate is organized into three divisions: Pacific Rim; Atlantic; and Aid and Technical Assistance.

Fish Inspection Program

This program is responsible for providing assurance that fish and fish products in export, import and interprovincial trade do not present a health hazard, are of acceptable quality and are not fraudulently marketed. The program also provides the focus for departmental involvement in quality improvement initiatives, such as dockside and final product grading, designed to improve the consistency of fish quality, reduce wastage of the fishery resource and improve processing yields. It is a comprehensive program for inspection of fish and fish products, fish processing establishments, vessels and facilities used in handling and transporting fish, carried out nationally in all regions of the Department. All activity in this area is continuing and regulatory in nature. Efforts are concentrated on monitoring industry compliance with safety, quality, grade and identity standards for domestically produced and imported fish and fish products, and with processing standards for facilities involved in harvesting, transporting and processing of fish. Another important element of the program is the certification of products for export. Many foreign countries/buyers require evidence that Canadian fish products will meet foreign standards and buyer specifications.

Crown Corporations Liaison

This is a newly organized area. With respect to the Freshwater Fisheries Marketing Corporation, the Canadian Saltfish Corporation and the Fisheries Prices Support Board, its main responsibility is to provide services to these corporations through advice and

interpretation of the requirements of their special Acts and the *Financial Administration Act*.

Ocean Science and Surveys Service

This service carries on two major operational activities — oceanography and hydrography. The objectives of the oceanographic activity include contributions to the management and development of renewable and non-renewable ocean resources. Another objective is to gain an understanding of the marine environment so as to establish programs and methods for its protection and restoration. These objectives are met through research programs in the areas of physical, chemical and biological oceanography. This knowledge forms the basis for ocean information services to meet the needs of national and international co-operation on the study and use of the ocean and its resources, and of participation in international initiatives to deal with marine pollution. The work involved in this activity is carried out in four regional centres and at headquarters in Ottawa. The Ottawa unit, the Marine Sciences and Information Directorate, has two operating branches: the Marine Environmental Data Service (MEDS) and the Scientific Information and Publications Branch. Both are involved in the collection, processing and distribution of ocean data and information. A third branch performs a national co-ordinating role for oceanography and is the primary contact in the field of international ocean science.

Canadian Hydrographic Service

The main objectives of the hydrographic activity are to carry out all necessary hydrographic surveys and to publish, maintain and distribute the navigational charts, sailing directions and tide tables needed to permit safe and efficient navigation in all Canadian navigable waters. These objectives are met by the programs of the Canadian Hydrographic Service, which reports to the assistant deputy minister through the Dominion Hydrographer. The work is carried out at four regional centres by means of a fleet of some 180 research and survey vessels and within a headquarters unit in Ottawa. Field surveys include the measurement of water depths with ship-mounted echo-sounders or by other, more sophisticated means where this is not possible. The service also gathers information on tides and currents (published as the annual "Canadian Tide and Current Tables"), publishes and distributes navigational and recreational charts, and carries out offshore natural resource surveys in collaboration with the Department of Energy, Mines and Resources.

The Policy and Program Co-ordination Branch in Ottawa acts as the national focus for strategic and operational planning in the Ocean Science and Surveys Services and as the national co-ordinative mechanism at the corporate level.

Bedford Institute of Oceanography — Dartmouth

This institute, founded in 1962 as Canada's first federal research centre devoted to the field of oceanography, houses the Atlantic Region of Ocean Science and Surveys which carries out research into various aspects of marine sciences on the Atlantic coast and in the eastern Arctic. This includes physical and chemical oceanography, marine ecology, ocean circulation, biology and the environment. Emphasis is placed on the effect of oil and gas exploitation and coastal activity on the marine ecosystem. In the area of physical oceanography, the focus is mainly on the continental shelf of eastern Canada. Ecological research into the long-term effects of commercial fisheries exploitation and ocean pollutants aims at providing a basis for better management of the fishery in the future. The region also carries out hydrographic surveys, tidal studies and works on the development of navigational aids and new survey equipment.

The institute incorporates a recently established office called the BIO Marine Advisory and Industrial Liaison (BIOMAIL), which acts as a point of entry for anyone seeking information on Canadian oceanography and related topics. BIOMAIL distributes and interprets oceanographic information and data to industry and government departments, and encourages the transfer of technology to Canadian industry, especially in Atlantic Canada. Units of several other government departments with an interest in the ocean are also located within the Bedford Institute.

Bayfield Laboratory for Marine Science and Surveys — Burlington

A full complement of hydrographic activities is carried out in the Great Lakes, in other navigable fresh waters in Ontario and the Prairie Provinces, and in marine waters of the Central Arctic. The main purposes of the programs are to support commercial shipping in the Great Lakes and the Arctic and to support offshore oil and gas exploration and exploitation in the Arctic.

Champlain Centre for Marine Science and Surveys — Québec City

This is the newest and smallest of the Ocean Science and Surveys regional centres. It is responsible primarily for oceanographic studies and hydrographic surveys in the St. Lawrence River and estuary and the northern half of the Gulf of St. Lawrence. A full range of oceanographic studies — physical, chemical and ecological — is carried out, though hydrography is limited to field surveys and studies of tides and currents.

Institute of Ocean Sciences — Sidney

This institution houses the Pacific Region of Ocean Science and Surveys, which is divided into two main areas — the hydrographic and oceanographic divisions. Work in the first division is carried out by the regional unit of the Canadian Hydrographic Service and includes the charting of waters off the coast of British Columbia and in the western Arctic (with recent emphasis on the Beaufort Sea). Surveys of tides and currents result in the publication and distribution of numerous maps and tables. Another specialized unit advises on "tsunamis" — powerful waves caused by underwater disturbances. The oceanographic division carries out research in the areas of physical and chemical oceanography and ocean ecology. Specific work includes research in the area of frozen seas, coastal and offshore waters, ocean mixing and remote sensing. There are also studies of carbon dioxide in the ocean, hydrocarbons, pesticides, trace elements and coastal pollution. In terms of ecology, the main focus is on the biological oceanography of coastal waters.

Manuals

- Pisces IV Manual
- Pisces IV Standard Operations Procedures
- Pacific General Ships' Orders
- Hydrographic Tidal Manual
- Survey Standing Orders
- Cartographic Standing Orders

Finance and Administration Service

The Finance and Administration Service has corporate responsibility for departmental systems of financial administration, planning co-ordination, administration informatics and internal audit, and is also responsible for the provision of management support services for the National Capital Region as well as the administration of the various fisherman's assistance programs. The service has national program responsibility for vessel acquisition and fleet management, and for the Department's major construction and energy conservation programs.

Eight directorates report to the assistant deputy minister (Finance and Administration Service).

Corporate Finance Directorate

The directorate provides financial advice and services to the departmental executive, program managers and regional finance officers, and assists in improving the Department's relations with central agencies. The Corporate Finance Directorate consists of three branches.

Financial Policy and Systems Development

This branch has a mandate to design and promulgate financial policies and systems, and to develop appropriate training material for the benefit of both financial staff and operational managers.

Financial Planning and Analysis and Advisory Support

This branch has corporate responsibility for financial planning and control.

Accounting Operations

The branch has corporate responsibility for controlling and reporting on the expenditures, revenues, assets and liabilities of the Department and the provision of functional advice and guidance regarding the accounting control and reporting functions. In addition, the branch is responsible for the direct provision of financial services to managers within the National Capital Region.

Management Practices and Planning Co-ordination Directorate

The directorate has responsibility for developing and implementing a departmental planning process; serving as a secretariat to senior management in the monitoring and control of planning activities; and developing and implementing a management improvement plan responding to Comptroller General and Auditor General criticisms. Both the planning and management improvement activities are managed through headquarters and regional staff co-ordinators. The branch is the focus for liaison with central agencies on issues relating to the policy and expenditure management system (PEMS).

Information Technology and Systems

This provides corporate leadership in the development and implementation of national informatics systems. The major objective of the directorate is to ensure that the Department is provided with well-designed, efficient and cost-effective integrated informatics systems to meet its defined and future operational, research, administrative and management information needs.

Administration

This directorate has the dual responsibility of establishing the Department's national administrative and asset management policies and controls, as well as for all operational requirements at headquarters for support services related to general administration.

Ship Branch

The director, Ship Branch, is the national program advisor to the Department on all ship-related matters. The principal activities of the branch are to acquire ships for the Department and to provide professional direction to operate the fleet safely, legally and efficiently. The branch co-ordinates the helicopter resources for the Department and also manages the Search and Rescue (SAR) resources and commitments.

Engineering and Architecture

The functions of this directorate are to manage the major construction program and the energy conservation program, and to provide competent and timely engineering and architectural advice to all departmental managers.

Internal Audit

This directorate advises on the efficiency, economy and effectiveness of internal management policies, practices and controls and identifies where improvements are needed.

Economics Programs

This directorate administers the *Fisheries Improvement Loans Act* Program, the Fishing Vessel Insurance Plan, and the Fishing Vessel Assistance Program. Under the first of these, conventional lending institutions provide loans at preferred rates to fishermen for fisheries improvement purposes. A proportion of the principal and interest payments are guaranteed by the federal government. Under the Fishing Vessel Insurance Plan, fishermen may insure their vessels and protect themselves against unforeseeable capital loss. The last program provides assistance to fishermen replacing old vessels to ensure that new vessels are well designed, well built, safe and durable.

Small-Craft Harbours Directorate

This program provides for the acquisition, development, maintenance and management of approximately 2,300 harbours serving the needs of both commercial fishing and recreational boating throughout Canada. Program implementation is carried out through regional offices located in St. John's, Halifax, Québec City, Moncton, Burlington, Winnipeg and Vancouver. It works closely with the Department of Public Works, which is responsible for design, construction, maintenance, and property service. The directorate's role is to ensure that any harbour development or upgrading harmonizes with the needs of the fishing industry, both now and in the future. The Marine Policy Assistance and Tourist Wharf programs provide assistance for recreational facilities such as launching ramps and wharves.

Small-Craft Harbours

This branch is responsible for the development, maintenance, upgrading and administration of scheduled small craft harbours and harbour facilities in support of the commercial fishery, sports fishery, and recreational boating.

Manuals

- Fishing and Recreational Harbours Administrative Instructions
- Harbour Managers' Manual

Ship Operations Branch

This branch is responsible for the management of the departmental fleet, which is vital to the carrying out of various departmental programs. Responsibilities of the fleet include fisheries surveillance and protection, marine and oceanographic surveys, fisheries research and hydrographic surveys, and search and rescue duties. To perform these functions, the branch operates a fleet of more than 600 vessels of all sizes, including ocean-going fisheries patrol vessels, oceanographic research and hydrographic craft, mini-submarine and mothership, and many small launches for patrolling coastal marine waters and inland lakes and rivers. The branch is also responsible for the purchase, construction, operation and maintenance of this fleet, as well as research into ship management operations.

CANADIAN SALTFISH CORPORATION

Background

For a number of years during the post-war period the saltfish industry was in decline due to the shift away from curing codfish to filleting and freezing, and the disintegration of the traditional family enterprise in Newfoundland. Lately the depletion of the Northern cod stocks has resulted in the private export trade losing ground in foreign markets and becoming progressively dependent on support from government. In recent years approximately 60 per cent of the total annual production of cured salt fish in Canada has been marketed by the Canadian Saltfish Corporation.

The *Saltfish Act*, 1970, gives the Corporation a monopoly on the inter-provincial and export trade in cured salt fish (bulk and dried) produced in the province of Newfoundland and Labrador and on the lower north shore of the province of Québec. The corporation is listed in Schedule C, Part I, of the *Financial Administration Act*.

Laws and Regulations

- Saltfish Act, 1970

Overall Responsibilities

The basic objective of the Corporation is to maximize returns from the saltfish trade through central desk selling. A secondary objective is to rationalize production.

Organization

The *Saltfish Act* provides for a board of directors composed of a chairman, president, one director from each participating province, as well as five other directors. Each is appointed by the Governor-in-Council to hold office for a period not exceeding five years. Provincial directors are recommended by the Lieutenant Governor of the province concerned.

Saltfish processing companies in the region of the Corporation's mandate become its agents for the purchase, handling and preparation of production. The corporation has 33 full-time and 20 part-time employees as well as 12 agents who employ approximately 300 people. In addition, these agents employ 35 to 40 sub-agents who provide employment for an additional 400 to 500 people on a seasonal basis.

Sales for 1983/84 totalled $37 million. Fixed assets of the Corporation as of March 1, 1984, totalled $1.2 million.

Currently, the context in which the Corporation operates is undergoing a significant change. Its role as price-setter in the primary fish market has been reduced and may eventually be eliminated with the advance of unionization of fishermen. However, the Corporation continues to play a significant role in the fishing industry, and is still a major factor in the ultimate returns to producers of cured fish. Of particular relevance to its original purpose is representation in the marketplace, since more and more countries are establishing government import agencies or buying-groups and allocating restricted import licences. Returns to the fishermen have continued to improve, bringing benefits to both processors and primary producers. The Corporation looks forward to the challenges of the next two or three years with cautious optimism.

FRESHWATER FISH MARKETING CORPORATION

Background

On enactment of the *Freshwater Fish Marketing Act*, existing private companies became agents of the Corporation. Many withdrew from the business, however, and complementary facilities for the assembling and warehousing functions were eventually established by the Corporation. It now disposes of virtually all freshwater fish produced outside the Great Lakes — about 50 per cent of the total Canadian production.

The *Freshwater Fish Marketing Act*, 1969, gives the Corporation a monopoly on the inter-provincial and export trade in designated products of the freshwater fisheries supplied from the Northwest Territories, the three prairie provinces and part of northern Ontario. The Corporation has wide powers to purchase, process, store and ship fishery products; to acquire, hold and dispose of property; to establish branches and employ agents; enter into agreements; and to borrow, lend and invest money. The corporation is listed in Schedule C, Part I, of the *Financial Administration Act*.

Laws and Regulations

- Freshwater Fish Marketing Act, 1969

Overall Responsibilities

The objective of the Corporation is to unify the trade in freshwater fishery products in response to economic distress among primary producers caused by fragmentation of assembling, processing and exporting operations. Some 20 companies had previously been involved, as compared with three major U.S. importers where 90 per cent of the production was sold. The Corporation has responsibility for the orderly marketing of fish, the promotion of inter-provincial and export trade, and an increase in returns to fishermen.

Organization

The board of directors consists of 11 members: chairman, president, one member from each participating province and four members appointed by the federal government. An advisory committee composed of 15 fishermen also exists.

The Corporation has a main plant at Transcona and processing plants at Hay River, The Pas, Edmonton and La Ronge. It employs 80 management staff and 125 plant personnel, increasing to 450 during peak seasons. In the fiscal year ending April 30, 1983 sales amounted to $44.6 million. As of April 30, 1984 fixed assets totalled $6.3 million.

Rationalization of the collecting and processing phases and centralization of marketing operations have succeeded in maximizing both returns from the market and prices to fishermen. The persistence of inadequate returns from fishing has, however, led to some disillusionment with the Corporation as an agency of fishery development. As a result, strong representations from some provincial ministers were made to the Minister of Fisheries and Oceans. In December 1979, the ministers with responsibilities for fisheries in the provinces of Ontario, Manitoba, Saskatchewan, Alberta and the Northwest Territories met with the Minister to discuss and review the future role of the Corporation. While ministers indicated their agreement in principle with the concept of the Freshwater Fish Marketing Corporation, they directed that various options be analyzed by a federal-provincial committee of officials. The committee submitted its report on September 3, 1980. The general conclusion of the report is that the inland fishing industry, particularly the fishermen themselves, are in a better overall condition with the Freshwater Fish Marketing Corporation than without it.

Classes of Records

DFO/AFS-005 *Formerly Identified as:* F&O-10

Fisheries Development

Description: Provision of services and developmental programs for fishermen and the fishing industry. *Topics:* Gear development; vessel development; exploratory fishing; processing improvement; quality improvement infrastructure.

DFO/AFS-010 *Formerly Identified as:* F&O-20

Fisheries Research

Description: Acquisition of the knowledge base and provision of scientific advice relative to the management and development of fisheries and fish habitat. *Topics:* Resource assessment; aquaculture and resource development; habitat assessment and development; and the many scientific disciplines included in research related to the above topics.

DFO/AFS-015 *Formerly Identified as:* F&O-30

Fisheries Operations

Description: Management, conservation and protection of the fisheries, including their habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection. *Retrievability:* Records are arranged numerically by subject. *Storage Media:* Records in paper, microfiche and EDP format.

DFO/PFF-020 *Formerly Identified as:* F&O-40

Habitat Assessment and Related Research

Description: Research in support of departmental management and protection of fish and fish habitat. *Topics:* Aquatic impact assessment — altered stream flows, reservoir construction; stream obstructions, forest harvesting, alteration of foreshore, dredging and dumping, tidal barriers; toxicology and pollution — acid rain, forest spraying, pesticides, heavy metals, radionuclides, industrial chemicals and industrial, municipal, agricultural and other effluents.

DFO/PFF-025 *Formerly Identified as:* F&O-50

Habitat Management

Description: Information on the enforcement of regulations under the *Fisheries Act* and activities related to habitat management, protection enforcement, restoration and development. *Topics:* Habitat protection and operations; habitat planning; habitat restoration and development; resource rehabilitation and enhancement.

DFO/PFF-030 *Formerly Identified as:* F&O-60

Fisheries Operations

Description: Management conservation and protection of the fisheries, including habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection; native affairs — food fisheries; land claims and agreements; employment; band by-laws.

DFO/PFF-035 *Formerly Identified as:* F&O-70

Salmonid Enhancement Program (SEP)

Description: Information on the salmonids in the Pacific region, excluding associated research. *Topics:* Reconnaissance and feasibility; public involvement; design; construction; facility maintenance; facility operations; community development; assessment, evaluation and management; studies. *Storage Media:* Micrographics and EDP format.

DFO/PPP-040 *Formerly Identified as:* NO REFERENCE

Strategic Policy and Planning (New)

Description: Information on departmental and government-wide priorities, directions and initiatives; information on native policies, programs and issues. *Topics:* Departmental priorities and strategies; native issues and programs; land claims.

DFO/PPP-045 *Formerly Identified as:* F&O-81

Economic and Commercial Analysis

Description: Information on policies, programs and activities in the areas of socioeconomic research and analysis. *Topics:* Socioeconomic research and policy; statistics; bank of information relating to Survey of Atlantic Fisheries, 1984.

DFO/PPP-050 *Formerly Identified as:* NO REFERENCE

Program Evaluation (New)

Description: This class covers information relating to program evaluation policies, mandate, objectives, and guidelines. It also covers individual program evaluations conducted by the branch. *Topics:* Subjects covered include departmental programs which have been reviewed. A five-year program evaluation plan is prepared and updated regularly. Some surveys of clients of federal fisheries and ocean science programs have been conducted and are included as banks of information. *Storage Media:* Computer and paper files.

DFO/PPP-055 *Formerly Identified as:* NO REFERENCE

Federal-Provincial Relations (New)

Description: Information on federal-provincial-territorial consultations and deliberations and on strategies and negotiations adopted by the Department relating to the conduct of federal-provincial-territorial affairs. Briefing notes, correspondence and documentation on federal-provincial policies/programs and major irritants and issues. *Topics:* Economic and regional development agreements; frameworks for federal-provincial consultation and liaison; federal-provincial-territorial economic and constitutional irritants and issues.

DFO/MIF-060 *Formerly Identified as:* F&O-80

Marketing

Description: Development and implementation of marketing policies, strategies and programs to improve the marketing of Canadian fish and fishery products consistent with the resource's potential harvesting and processing capabilities, and worldwide marketing opportunities. *Topics:* Marketing research, analysis forecasts and species marketing plans; market development and promotion.

DFO/MIF-065 *Formerly Identified as:* F&O-100

International Relations

Description: Development and implementation of policy and provision of expertise on matters involving international fisheries and fisheries trade relations. *Topics:* International relations; international trade and development. *Retrievability:* Files arranged numerically by subject. *Storage Media:* Micrographics and EDP format.

DFO/MIF-070 *Formerly Identified as:* NO REFERENCE

Fish Inspection (New)

Description: Inspection of fish products in export, import and interprovincial trade for safety, quality, and fairness of marketing. *Topics:* Product inspection and certification for export; monitoring of industry processing and grading practices; inspection of fish harvesting, handling, transportation, storage and processing facilities; introduction of quality improvement initiatives; development and testing of grade standards; development and enforcement of regulations. *Retrievability:* Records are arranged numerically by subject. *Storage Media:* Records in paper, micrographics and EDP format.

DFO/OSS-075 *Formerly Identified as:* F&O-110
Oceanography
Description: Studies which support the management of renewable and non-renewable marine resources. *Topics:* Physical oceanography; chemical oceanography; marine ecology; freshwater ecology; ocean dumping; university subventions; ocean engineering and technology transfer. *Storage Media:* EDP format and data files.

DFO/OSS-080 *Formerly Identified as:* F&O-120
Hydrography
Description: Bathymetric data, navigational charts and other information on Canada's navigable waters and geophysical-hydrographic surveys. *Topics:* Navigation charts — surveys, production; tides, currents and water levels; sailing directions; ocean mapping; navigation. *Storage Media:* Micrographics and EDP format.

DFO/OSS-085 *Formerly Identified as:* F&O-130
Ships
Description: Information on the management, operation and charter of major vessels for oceanography and hydrographic research. *Topics:* Oceanography; hydrography; support to fisheries management; search and rescue; support to other federal departments; support to Canadian universities. *Storage Media:* Micrographics and EDP format.

DFO/FAA-090 *Formerly Identified as:* F&O-150
Ship Operations
Description: Information on the design, construction, purchase and operation of the departmental fleet. *Topics:* Ship acquisition; berthing and wharfage; certificates, licences, acceptance papers; collisions, groundings, mishaps; navigation; surveillance and enforcement; repairs, refit, maintenance; construction. *Storage Media:* Micrographics and EDP format.

DFO/FAA-095 *Formerly Identified as:* F&O-90
Economic Programs
Description: Information on programs in the areas of fishing vessel insurance, fishing vessel construction, subsidies and loans. *Topics:* Fishing Vessel Insurance Plan; Fishing Vessel Assistance Program; *Fishermen's Improvement Loan Act*.

DFO/FAA-903 *Formerly Identified as:* NO REFERENCE
Administrative and Management Services (New)
Description: See Standard Classes of Records.

DFO/FAA-905 *Formerly Identified as:* NO REFERENCE
Buildings and Properties (New)
Description: See Standard Classes of Records.

DFO/FAA-909 *Formerly Identified as:* NO REFERENCE
Equipment and Supplies (New)
Description: See Standard Classes of Records.

DFO/FAA-911 *Formerly Identified as:* NO REFERENCE
Office Appliances (New)
Description: See Standard Classes of Records.

DFO/FAA-912 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: See Standard Classes of Records.

DFO/FAA-913 *Formerly Identified as:* NO REFERENCE
Vehicles (New)
Description: See Standard Classes of Records.

DFO/FAA-914 *Formerly Identified as:* NO REFERENCE
Finance (New)
Description: See Standard Classes of Records.

DFO/FAA-915 *Formerly Identified as:* NO REFERENCE
Accounts and Accounting (New)
Description: See Standard Classes of Records.

DFO/FAA-916 *Formerly Identified as:* NO REFERENCE
Audits (New)
Description: See Standard Classes of Records.

DFO/FAA-917 *Formerly Identified as:* NO REFERENCE
Budgets (New)
Description: See Standard Classes of Records.

DFO/SCH-100 *Formerly Identified as:* F&O-140
Small-Craft Harbours
Description: Information on development, construction, maintenance and operation of small-craft harbours and facilities. *Topics:* Harbour management and property administration; commercial fishing harbours; recreational harbours. *Retrievability:* Files in headquarters and regional offices arranged alphabetically by name of harbour.

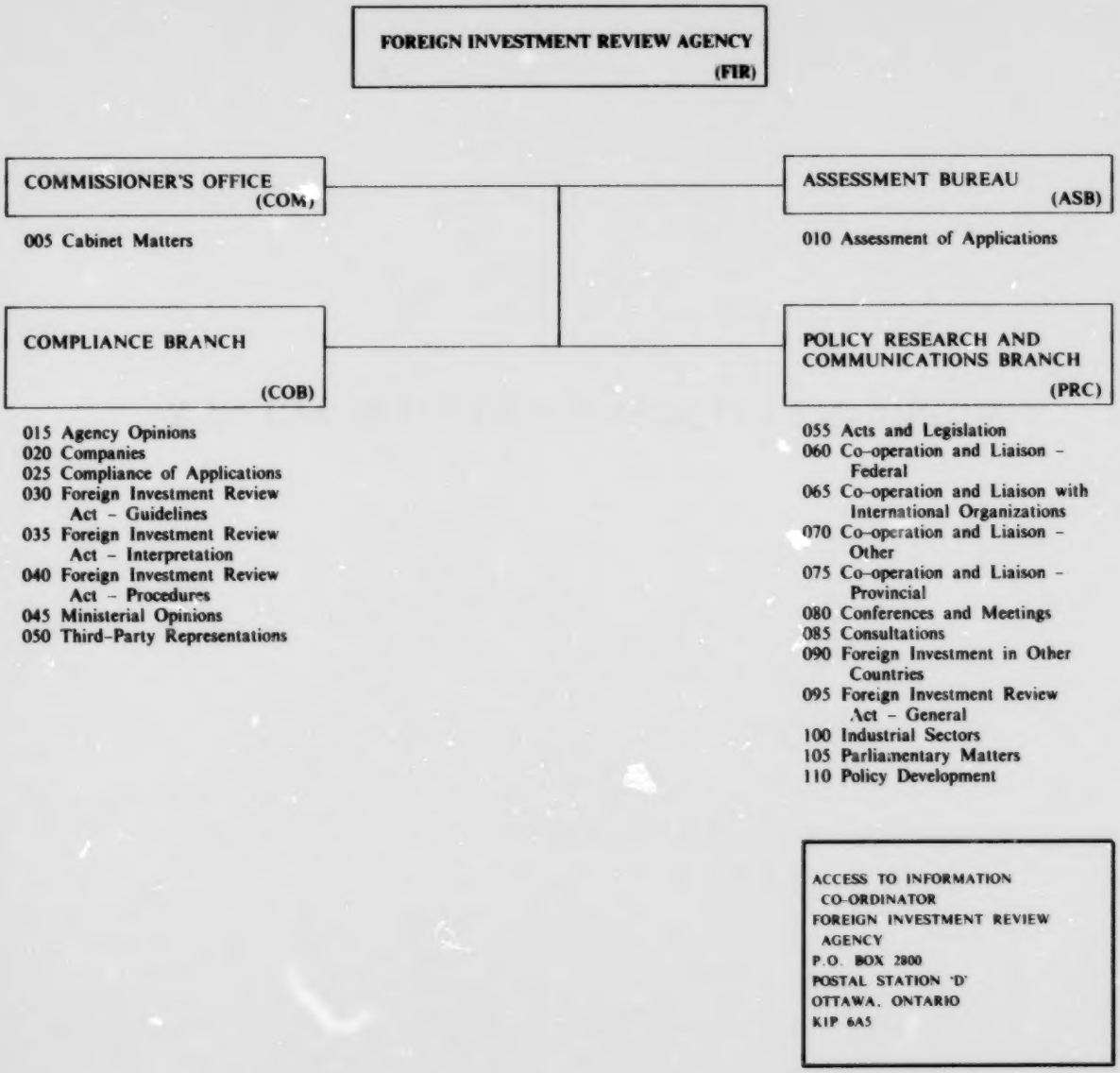
DFO/CSC-105 *Formerly Identified as:* CSFC-10
Fishermen's Assistance Programs
Description: Case files on fish grade, fish size and catch value (weight and dollars).

DFO/FFM-110 *Formerly Identified as:* FFMC-10
Fishing Statistics
Description: Case files on fish species; fish grade; fish size; catch value (weight).

FOREIGN INVESTMENT REVIEW AGENCY

Chapter 47

FOREIGN INVESTMENT REVIEW AGENCY



ACCESS TO INFORMATION
CO-ORDINATOR
FOREIGN INVESTMENT REVIEW
AGENCY
P.O. BOX 2800
POSTAL STATION 'D'
OTTAWA, ONTARIO
K1P 6A5

FOREIGN INVESTMENT REVIEW AGENCY

Background

The Foreign Investment Review Agency (FIRA) was established in 1974 to advise and assist the Minister responsible for the administration of the *Foreign Investment Review Act*. The Act came into force in two phases: Phase I in 1974 and Phase II in 1975. Phase I covered the acquisition of control of Canadian business enterprises by foreign individuals, corporations, governments or groups containing foreign members; Phase II extended the application of the Act to the establishment of new businesses in Canada either by foreign persons who do not already have a business in Canada or by foreign persons who already have an established business in Canada, if the new business is unrelated to the established business. The Agency advises and assists the responsible Minister, who recommends decisions to the Governor-in-Council, who then decides whether proposed foreign investments will be allowed or disallowed.

Laws and Regulations

- Foreign Investment Review Act

Overall Responsibilities

The central objective of the Agency in screening foreign investments is to ensure that they are, or are likely to be, of significant benefit to Canada. Significant benefit is determined according to a set of performance-oriented factors that are specified in the Act, namely:

- the effect of the investment on the level and nature of economic activity in Canada, including employment, resource processing, use of parts, components and services produced in Canada and exports from Canada;
- the degree and significance of Canadian participation in the business enterprise and in the industry sector to which the enterprise belongs;
- the effect on productivity, industrial efficiency, technological development, innovation and product variety in Canada;
- the effect on competition within any industry or industries in Canada; and
- the compatibility of the investment with national industrial and economic policies, and with the industrial and economic policy objectives enunciated by a province or provinces likely to be significantly affected by the proposed investment taken into consideration.

Organization

The Foreign Investment Review Agency comprises three main administrative units: the Assessment Bureau, the Compliance Branch and the Policy, Research and Communications Branch. The Agency is headed by a Commissioner, who has the rank of deputy minister. The Assessment Bureau, Compliance Branch and the Policy, Research and Communications Branch are headed by directors general.

General Information

The Agency is located on the 5th Floor West, 240 Sparks Street, Ottawa, Ontario.

Agency Officers

Foreign investors are encouraged to consult officers of the Agency informally, before applying, to discuss the unique circumstances and characteristics of their projected investments and the application of the Act to their investment. This consultation allows foreign investors to become thoroughly familiar with the requirements of the Act, including the review process. The mailing address and telephone numbers of key contacts are provided below.

Information Services

The Communications Division is responsible for providing general information services including responding to general enquiries, directing technical enquiries to appropriate Agency officers, and preparing and distributing information of a technical and general nature. The division also prepares the Agency's annual report to Parliament and is responsible for the editorial and production services required for Agency publications. Enquiries should be addressed to

Communications Division
Foreign Investment Review Agency
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9449

Key Contacts

Enquiries of a specific nature on various aspects of the administration of the Act should be addressed to the senior officers of the Agency, listed below.

Policy and Research

Director General
Policy, Research and Communications Branch
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 992-3847

Compliance and Enforcement Matters

Director General
Compliance Branch
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 996-2728

Assessment Matters

Director General
Assessment Bureau
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9456

Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Foreign Investment Review Agency
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-2783

Commissioner's Office

The Commissioner has the responsibility for the administration of the *Foreign Investment Review Act*, as well as the personnel, financial and administrative services.

Assessment Bureau

This bureau comprises three branches: Resource Industries, Manufacturing Industries, Service and Construction Industries, as well as a Small Business Group. The bureau's primary functions include the analysis of proposals by foreign investors for the acquisition of control of Canadian business enterprises, and the establishment of new businesses and expansion into unrelated businesses in Canada. In addition, it provides advice and assistance to foreign investors with a view to improving plans and undertakings; consults with relevant provincial governments and other federal departments; evaluates representations made by third parties; provides assistance and advice to the Minister on foreign investment proposals and recommends courses of action. Finally, in cases of investor non-compliance with plans and undertakings, it renegotiates acceptable alternative commitments.

Manuals

- Guide to Undertakings

Compliance Branch

This branch determines which transactions involving the acquisition of Canadian businesses and the establishment of new businesses by foreign investors require review and ensures these transactions are submitted to review. It also certifies that foreign investment applications are complete; investigates non-compliance with the Act and prepares demand notices for issue by the Minister; prepares the Agency's opinions, assists and advises in the preparation of ministerial opinions; monitors and investigates the implementation of plans and undertakings; performs enforcement measures; initiates statutory and regulatory amendments; formulates guidelines for issue by the Minister; interprets and explains the legislation; and conducts research into the legal principles which underlie the Act.

Manuals

- Procedures Manual

Policy, Research and Communications Branch

This branch researches and analyzes the economic, industrial and corporate background against which foreign investment proposals are assessed; maintains a corporate information and data retrieval system to meet the needs of the Assessment Bureau and Compliance Branch; undertakes research and analysis on foreign investment issues; contributes to the development of new policy initiatives; represents the Agency at interdepartmental and international meetings on foreign investment; prepares briefings and speeches for the Minister and Commissioner; deals with parliamentary questions on foreign investment; and provides information services to the public.

Classes of Records

Information contained in these records may be privileged pursuant to Subsection 24(1) of the *Access to Information Act* and Section 14 of the *Foreign Investment Review Act*.

FIR/COM-005 *Formerly Identified as:* FIRA-10
Cabinet Matters
Description: Information on policy and procedures for making recommendations to the Governor-in-Council. *Topics:* Orders-in-Council; deemed allowances; Governor-in-Council documentation.

FIR/ASB-010 *Formerly Identified as:* FIRA-40
Assessment of Applications
Description: Information on the assessment of foreign investment proposals – a complete record of the review of each foreign investment proposal, from the submission of an application to compliance with the Order-in-Council allowing or disallowing the investment; also, in the case of allowed investments, a record of investor performance with respect to plans and undertakings. *Topics:* Applications in prescribed form; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; Minister's recommendations and instructions; results of monitoring the plans and undertakings of allowed investments, including the renegotiation of plans and undertakings which have not been fulfilled. *Retrievability:* Files arranged by foreign investor (individual, company; group of individuals or companies; government or agency of a foreign country).

FIR/COB-015 *Formerly Identified as:* FIRA-70
Agency Opinions
Description: Views and opinions of the Agency and related information on the applicability of the provisions of the Act, and related regulations and guidelines, in response to written requests submitted by one or more parties for specific proposed and actual investments. *Topics:* Corporate reorganization; acquisitions of control; new business establishments; related businesses; expansion of existing businesses; joint ventures; partnerships; indirect acquisitions; net leases (leasebacks); stock transfers; mining properties; oil and gas rights. *Retrievability:* Files arranged by individual, company and group.

FIR/COB-020 *Formerly Identified as:* FIRA-20
Companies
Description: Information on investors whose business activities, plans and intentions may come under the purview of the Act. *Topics:* Draft applications; surveillance activities; review considerations; business activities including plans and intentions; business information reports; corporate financial statements and annual reports; potential applicants. *Retrievability:* Files arranged by individual and company.

FIR/COB-025 *Formerly Identified as:* FIRA-50
Compliance of Applications
Description: Information on the determination of the need for review of proposals by foreign investors to acquire control of Canadian business enterprises or establish new businesses in Canada; also the periodic monitoring of proposals which have been allowed, and in the case of proposals which have been disallowed, compliance with the disallowance order within a reasonable period of time. *Topics:* Investment applications in prescribed form, including certificates of receipt; subsequent correspondence with foreign investors; investor compliance with plans and undertakings; investor compliance with disallowance orders; advice, including recommended courses of action to the Minister; court injunctions and the other remedies available under the Act. *Retrievability:* Files arranged by foreign investor (individual, company; group of individuals or companies; government or agency of a foreign country).

FIR/COB-030 *Formerly Identified as:* FIRA-100
Foreign Investment Review Act – Guidelines
Description: Information on the development and formulation of guidelines for issue by the Minister under the authority of the Act. *Topics:* Treatment of related business; real estate business; acquisitions of interests in oil and gas rights; provision of venture capital; corporate reorganization.

FIR/COB-035 *Formerly Identified as:* FIRA-80
Foreign Investment Review Act – Interpretation
Description: Information on the interpretation and application of various sections of the Act and regulations. *Topics:* Notices of right to make further representations; restrictions imposed pursuant to privileged information (disclosures of information); franchises; acquisition of control; ultimate control of a corporation; definition of public and private corporations; property; non-voting common shares; convertible preferred shares; eligibility; proposed amendments to the

regulations; businesses that have ceased normal business operations; performance of single or isolated contracts; limited partnerships; contractual rights to acquire voting shares or property; part of a business capable of being carried on as a separate business; and substantially all of the property used in carrying on the business.

FIR/COB-040 *Formerly Identified as:* FIRA-90
Foreign Investment Review Act – Procedures
Description: Information on the development of procedures to implement the provisions of the Act. *Topics:* Undertakings; forms of notice (applications); submissions to Governor-in-Council; statutory time periods; determination and resolution in cases involving non-compliance; post-disallowance procedures; notification of deemed allowances.

FIR/COB-045 *Formerly Identified as:* FIRA-60
Ministerial Opinions
Description: Ministerial opinions and related information as to whether or not an investor is a non-eligible person as defined in the Act and whether or not a new or acquired business is related to a non-eligible person's existing business in Canada, as outlined in the guidelines on related business. *Topics:* Eligibility opinions – non-eligible persons, presumptive levels of non-eligibility, control in fact (legal control, minority shareholder control, outsider control, group management control); relatedness opinions – established business, new business, expansion of existing business, vertical integration, direct substitutability, same technology and production processes, research and development, industrial classification and other forms of relatedness. *Retrievability:* Files arranged by individual, company and group.

FIR/COB-050 *Formerly Identified as:* FIRA-30
Third-Party Representations
Description: Information on representations made to the Agency by parties not directly involved in proposed or completed investment transactions who wish to express views or concerns about investment proposals that may or may not be reviewed under the Act; also, in the case of business takeovers, bids by alternative buyers. *Topics:* Takeover bids; new business; business expansions. *Retrievability:* Files arranged by individuals, companies and groups. Third-party representations are indexed alphabetically, by standard industrial classification (SIC) code and industrial activity.

FIR/PRC-055 *Formerly Identified as:* FIRA-130
Acts and Legislation
Description: Information on existing and proposed legislation which may have implications for the administration of the *Foreign Investment Review Act. Topics: Access to Information Act; Privacy Act; Bank Act; Canada Business Corporations Act; Combines Investigation Act; Fisheries Act; Income Tax Act; Insurance Companies Act; Technology Transfer Agreement Act; Trademarks Act; Uranium and Thorium Mining Review Act.*

FIR/PRC-060 *Formerly Identified as:* FIRA-160
Co-operation and Liaison – Federal
Description: Information on consultations with other federal departments and agencies on foreign investment proposals that can be reviewed under the Act, and other matters pertaining to foreign investment. *Topics:* Procedures for consultation between the Agency and other federal departments; departmental considerations and guidelines for handling FIRA cases; federal industrial and economic policies and initiatives; departmental responses to proposed amendments to the Act; Agency views on federal initiatives that may affect the Agency's activities or otherwise have implications for foreign investment in Canada. *Retrievability:* Files arranged by department or agency.

FIR/PRC-065 *Formerly Identified as:* FIRA-180
Co-operation and Liaison with International Organizations
Description: Information on consultations with international organizations, primarily the Organization for Economic Co-operation and Development (OECD) and the United Nations, which have an active interest in the field of foreign investment. *Topics:* OECD committees – International Investment and Multinational Enterprises, including the OECD Guidelines for Multinational Enterprises, Restrictive Trade Practices, Restrictive Business Practices, Invisible Transactions, Fiscal Affairs, Science, Technology and Industry, Economic Policy; United Nations – Commission on Transnational Corporations, Code of Conduct for Transnational Corporations, U.N. Center for Transnational Corporations. *Retrievability:* Files arranged by organization or committee.

FIR/PRC-070 *Formerly Identified as:* FIRA-190
Co-operation and Liaison — Other
Description: Information on co-operation and liaison activities with universities, colleges and schools on foreign investment and the Agency's activities under the Act. *Topics:* Requests for information and data on foreign investment in Canada; reviews of research proposals, articles and papers; research grants and support for outside research on foreign investment; Agency presentations to universities, colleges and schools. *Retrievability:* Files arranged by institution.

FIR/PRC-075 *Formerly Identified as:* FIRA-170
Co-operation and Liaison – Provincial
Description: Information on consultations with the provinces and territories on foreign investment proposals that can be reviewed under the Act. *Topics:* Principles of understanding on consultative procedures with the provinces and territories; provincial laws and regulations affecting foreign investment; provincial industrial and economic policies and objectives; provincial views on the administration of the Act and on proposed amendments to the Act. *Retrievability:* Files arranged by province or territory.

FIR/PRC-080 *Formerly Identified as:* FIRA-220
Conferences and Meetings
Description: Information on participation by the Minister and officials of the Agency in conferences, meetings, symposia and seminars in which foreign investment in Canada is a topic, including speeches by the Minister and senior Agency officials. *Topics:* Foreign investment in Canada. *Retrievability:* Files arranged by individual, conference or meeting.

FIR/PRC-085 *Formerly Identified as:* FIRA-200
Consultations
Description: Information on consultations with business, industry and law associations, committees, Royal Commissions, task forces, etc. on Canadian foreign investment policies and initiatives and the administration of the Act. *Topics:* Application and provisions of the Act; proposed amendments to the Act; levels of foreign investment in Canada; industry sector policies and initiatives. *Retrievability:* Files arranged by organization or association.

FIR/PRC-090 *Formerly Identified as:* FIRA-210
Foreign Investment in Other Countries
Description: Information on the provisions of foreign countries to monitor, regulate or prohibit foreign investment; the importance of foreign investment in Canada by major exporting countries as well as Canadian investments abroad. *Topics:* Foreign investment laws, procedures and policies of other countries; foreign countries' views on Canada's approach to foreign investment; briefings for ministers and officials visiting foreign countries or meeting with foreign government officials or representatives of foreign companies; interdepartmental briefings on the activities of foreign countries that relate to foreign investment. *Retrievability:* Files arranged by country.

FIR/PRC-095 *Formerly Identified as:* FIRA-120
Foreign Investment Review Act – General
Description: Information on the rationale underlying the development of the statutory provisions and regulations of the Act and ministerial guidelines issued under the authority of the Act. *Topics:* First proclamation of the Act; second proclamation of the Act; related business guidelines; communications plan, including briefings for the provinces, and various private sector organizations and associations.

FIR/PRC-100 *Formerly Identified as:* FIRA-150
Industrial Sectors
Description: Industrial analyses, market profiles, government policies and initiatives on various industries and industrial sectors. *Topics:* Mining; oil and gas; uranium; coal; agriculture; forestry; fisheries; manufacturing industries; service industries; finance and banking. *Retrievability:* Files arranged by industry or industrial sector.

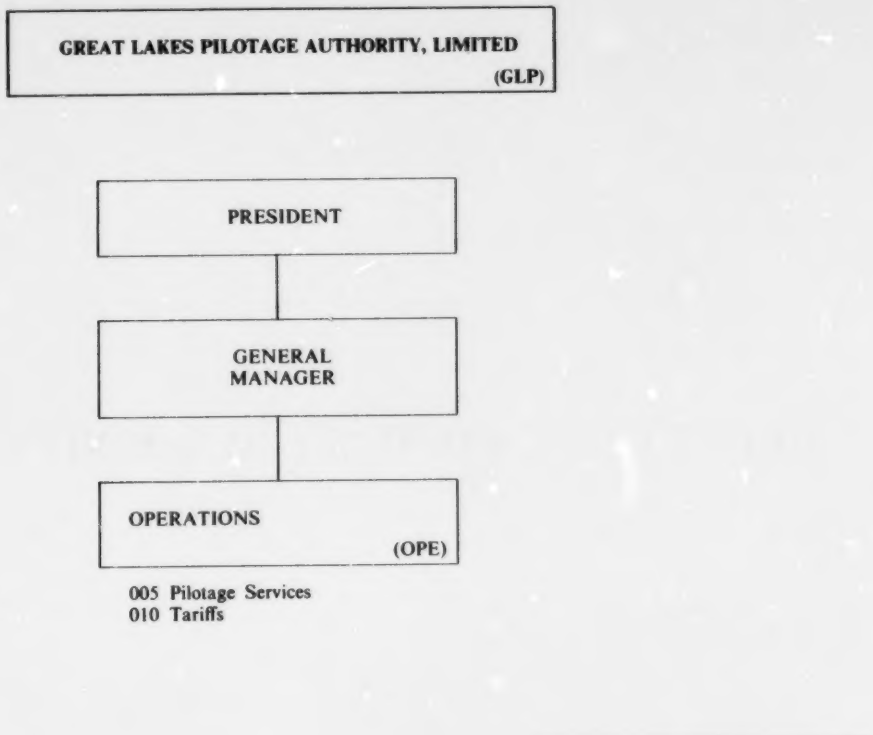
FIR/PRC-105 *Formerly Identified as:* FIRA-110
Parliamentary Matters
Description: Information on questions directed by Members of Parliament to the Minister responsible for the administration of the Act about all aspects of foreign investment in Canada, specific investment proposals which may be or have been before the Agency, as well as questions on the general administration of the Act. *Topics:* Written questions from the House of Commons and responses; anticipated questions from the House of Commons and responses; annual report to Parliament.

FIR/PRC-110 *Formerly Identified as:* FIRA-140
Policy Development
Description: Information on the development of policy and policy initiatives on foreign investment, and policies to improve the Agency's effectiveness in the administration of the Act. *Topics:* Takeover bids; undertakings; Agency opinions and interpretation notes; multinational enterprises; performance reviews; measures to encourage Canadianization; international business practices; guiding principles of good corporate behaviour and new principles of international business conduct; land ownership; financial assistance for Canadian-controlled companies; joint ventures; takeover bids and alternative buyers; sectoral initiatives and policies; interdepartmental administrative review of operations under the Act; terms of reference of parliamentary review of the Act.

GREAT LAKES PILOTAGE AUTHORITY, LIMITED

Chapter 48

GREAT LAKES PILOTAGE AUTHORITY, LIMITED



MANAGER OF FINANCE AND
ADMINISTRATION
GREAT LAKES PILOTAGE
AUTHORITY, LIMITED
4TH FLOOR
132 SECOND STREET EAST
P.O. BOX 95
CORNWALL, ONTARIO
K6H 5R9

GREAT LAKES PILOTAGE AUTHORITY, LIMITED

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council and proclaimed on February 1, 1972. The Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority, Limited was incorporated by Letters Patent on May 17, 1972 as a subsidiary of the St. Lawrence Seaway Authority and as a Schedule C Part 1 Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

The Great Lakes Pilotage Authority, Limited is governed by the following Acts.

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Great Lakes Pilotage Regulations
- Authority By-Laws
- Memorandum of Arrangements between the Minister of Transport, Canada and the Secretary of Transportation, U.S.A.

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries — all waters in the Province of Québec south of the northern entrance to the St. Lambert Lock and all Canadian waters in and around the Province of Ontario and Manitoba. Pilotage in international waters within these boundaries are shared with U.S.A. Pilot Corporations which are under direction of the United States Coast Guard, as agreed under a Memorandum of Arrangements between Canada and the United States. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Organization

The Great Lakes Pilotage Authority, Limited consists of a chairman, vice chairman and five members appointed by the Governor-in-Council. The Authority's head office is located in Cornwall, Ontario. The Eastern District operations office is located at headquarters in Cornwall, and the Western District operations office in St. Catharines, Ontario. All management services, administrative, personnel, financial contracts and purchasing are provided by the Cornwall office.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Manager of Finance and Administration
Great Lakes Pilotage Authority, Limited
132 Second Street East, 4th Floor
P.O. Box 95
Cornwall, Ontario
K6H 5R9
Telephone: (613) 933-2995

Administration Branch

The function of this branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

Operations Branch

The function of this branch is to provide pilotage service by assignment and to dispatch qualified pilots to ships navigating within the boundaries of the Great Lakes Pilotage Authority, Limited.

Manuals

- Collective Agreements
- Working Rules
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

GLP/OPE-005 *Formerly Identified as:* GLPA-10
Pilotage Services
Description: Information on provision of pilotage services within the Great Lakes region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; collective agreements; international shipping affairs.

GLP/OPE-010 *Formerly Identified as:* GLPA-20
Tariffs
Description: Information on setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

IMMIGRATION APPEAL BOARD

Chapter 49

IMMIGRATION APPEAL BOARD

IMMIGRATION APPEAL BOARD
(IAB)

OPERATIONS
(OPS)

005 Case Files
010 Immigration Appeal Board Index
015 Conduct of Hearings
020 Judicial Information

ADMINISTRATION
(ADM)

903 Administrative and Management Services
905 Building and Properties
906 Buildings
909 Equipment and Supplies
911 Office Appliances
912 Procurement
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
IMMIGRATION APPEAL BOARD
116 LISGAR STREET, 3RD FLOOR
OTTAWA, ONTARIO
K1A 0K1

IMMIGRATION APPEAL BOARD

Background

The Immigration Appeal Board is an independent court established under the *Immigration Act*, 1976 to hear appeals made under the Act and to consider the redetermination of claims to refugee status under the UN Convention on the Status of Refugees.

Laws and Regulations

- Immigration Act, 1976
- Immigration Regulations, 1978
- Immigration Appeal Board Rules (Appellate), 1981
- Immigration Appeal Board Rules (Convention Refugee), 1981

Overall Responsibilities

The Board is a court of record and appeal. Applications and related proceedings are heard in open court; the record of any proceedings is public information and available from the registrar on request, except where, at the request of one of the parties to an action, the Board at its discretion directs that the proceedings be held *in camera*. In making its decisions the Board is bound by the legislation and the whole of Canadian immigration jurisprudence, relevant decisions and interpretations of higher courts. Its proceedings are governed by rules of procedure and it has the powers, rights and privileges of a superior court of record.

The Minister of Employment and Immigration is a party to all proceedings before the Board.

Appellate

The Board hears appeals made by:

- permanent residents of Canada or Convention refugees who have been ordered deported;
- persons holding a valid visa who are refused entry into Canada;
- the Minister of Employment and Immigration when the Minister is not satisfied with a decision of an adjudicator which allows a person to remain in or enter Canada; and
- Canadian citizens who have sponsored an application for landing in Canada by a member of their family which has been refused.

Convention Refugees

Persons who have made a claim to be a Convention refugee within the meaning of the UN Convention on the Status of Refugees and whose claim has been refused by the Minister of Employment and Immigration may apply to the Board for a redetermination of that claim.

Organization

Under the *Immigration Act*, the Board consists of not fewer than seven and not more than eighteen members who are appointed by the Governor-in-Council. The present Board consists of the chairman, five vice chairmen and twelve other members. A quorum of the Board may not be fewer than three members, one of whom must be the chairman or a vice chairman.

Headquartered in Ottawa, the Board has permanent regional courts in Ottawa (National Capital Region), Montréal (Québec and the Maritimes), Toronto (Ontario) and Vancouver (British Columbia and the Yukon). A permanent registry office is maintained in Winnipeg to serve the Prairies and western Canada. The Board goes to other cities in Canada as the volume of cases warrants. It is supported by an Operations Branch (Secretariat), Finance, Administration and Personnel Branch, and four regional offices.

Publications

- Annual Report — at the close of each calendar year, the chairman reports on the work of the Board to the Minister of Employment and Immigration who tables the report in Parliament within 30 days of the beginning of the fiscal year.
- Information Notice — in acknowledging receipt of an appeal or application, the Board includes an information notice which describes in some detail the nature of the proceedings before the Board.
- Decision and Reasons for Judgement — notes on decisions of the Immigration Appeal Board are published monthly in the Canadian Law Information Council (CLIC) publication.

Key Contacts

General enquiries should be directed to

National Capital Region, Québec and the Maritimes

Registrar
Immigration Appeal Board
Guy Favreau Complex
200 Dorchester Blvd. West
East Tower, 1st Floor
Montréal, Québec
H2Z 1X4

Ontario

Registrar
Immigration Appeal Board
1235 Bay Street, 6th Floor
Toronto, Ontario
M5R 3K4

Prairies and Western Canada

Registrar
Immigration Appeal Board
Commercial Building
8th Floor
169 Pioneer Avenue
Winnipeg, Manitoba
R3C 0H2

British Columbia and the Yukon

Registrar
Immigration Appeal Board
Suite 1600
800 Burrard Street
Vancouver, British Columbia
V6Z 2J9

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Immigration Appeal Board
116 Lisgar Street, 3rd Floor
Ottawa, Ontario
K1A 0K1
Telephone: (613) 995-6486

Operations Branch

This branch operates as a secretariat to support the Board and is responsible for the planning, co-ordination and direction of the Immigration Appeal Board activities at head office and in the regions. It provides legal advice and research services to the Board, responds to enquiries and brings actions before other courts.

IMMIGRATION APPEAL BOARD

Administration Branch

This branch provides managerial advice, and financial, administrative and personnel support to the Immigration Appeal Board.

Manuals

- Procedures and Directives Relating to the Procedures within the Immigration Appeal Board

Regional Offices

The functions of the regional offices include the maintenance of the Immigration Appeal Board Regional Registry, the administration for the court and the delivery of judgements and orders.

Manuals

- Instructions and Directives on Procedures within the Regional Offices

Classes of Records

IAB/OPS-005 *Formerly Identified as:* IAB-10
Case Files
Description: The record of all appeals and applications made to the Board. This class contains the complete information, evidence, exhibits, arguments and submissions upon which the Board makes its decision.

IAB/OPS-010 *Formerly Identified as:* IAB-20
Immigration Appeal Board Index
Description: Information on the jurisprudence of the Board. *Topics:* Precedents and significant decisions of Immigration Appeal Board, Federal Court, Supreme Court. *Storage Medium:* Cardex. *Special Access Note:* Cardex is available in regional libraries.

IAB/OPS-015 *Formerly Identified as:* IAB-30
Conduct of Hearings
Description: Information on the conduct of hearings before the Immigration Appeal Board – appeals, applications for redetermination and related matters. *Topics:* Practices and procedures for court administration; practices and procedures for court reporters and interpreters; judgements and orders; detained persons; reasons; transcripts.

IAB/OPS-020 *Formerly Identified as:* IAB-40
Judicial Information
Description: Information on the application of related legislation, interpretations and decisions of other courts, legal processes and rules of procedure. *Topics:* Acts; orders and regulations; enquiry proceedings; administrative law organizations; interpretations and decisions of the Federal and the Supreme Court.

IAB/ADM-903 *Formerly Identified as:* NO REFERENCE
Administrative and Management Services (New)
Description: See standard classes of records.

IAB/ADM-905 *Formerly Identified as:* NO REFERENCE
Buildings and Properties (New)
Description: See standard classes of records.

IAB/ADM-906 *Formerly Identified as:* NO REFERENCE
Buildings (New)
Description: See standard classes of records.

IAB/ADM-909 *Formerly Identified as:* NO REFERENCE
Equipment and Supplies (New)
Description: See standard classes of records.

IAB/ADM-911 *Formerly Identified as:* NO REFERENCE
Office Appliances (New)
Description: See standard classes of records.

IAB/ADM-912 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: See standard classes of records.

IAB/ADM-914 *Formerly Identified as:* NO REFERENCE
Finance (New)
Description: See standard classes of records.

IAB/ADM-915 *Formerly Identified as:* NO REFERENCE
Accounts and Accounting (New)
Description: See standard classes of records.

IAB/ADM-916 *Formerly Identified as:* NO REFERENCE
Audits (New)
Description: See standard classes of records.

IAB/ADM-917 *Formerly Identified as:* NO REFERENCE
Budgets (New)
Description: See standard classes of records.

IAB/ADM-918 *Formerly Identified as:* NO REFERENCE
Personnel (New)
Description: See standard classes of records.

IAB/ADM-919 *Formerly Identified as:* NO REFERENCE
Classification of Positions (New)
Description: See standard classes of records.

IAB/ADM-920 *Formerly Identified as:* NO REFERENCE
Employment and Staffing (New)
Description: See standard classes of records.

IAB/ADM-921 *Formerly Identified as:* NO REFERENCE
Human Resources (New)
Description: See standard classes of records.

IAB/ADM-923 *Formerly Identified as:* NO REFERENCE
Official Languages (New)
Description: See standard classes of records.

IAB/ADM-924 *Formerly Identified as:* NO REFERENCE
Pensions and Insurance (New)
Description: See standard classes of records.

IAB/ADM-925 *Formerly Identified as:* NO REFERENCE
Salaries and Wages (New)
Description: See standard classes of records.

IAB/ADM-926 *Formerly Identified as:* NO REFERENCE

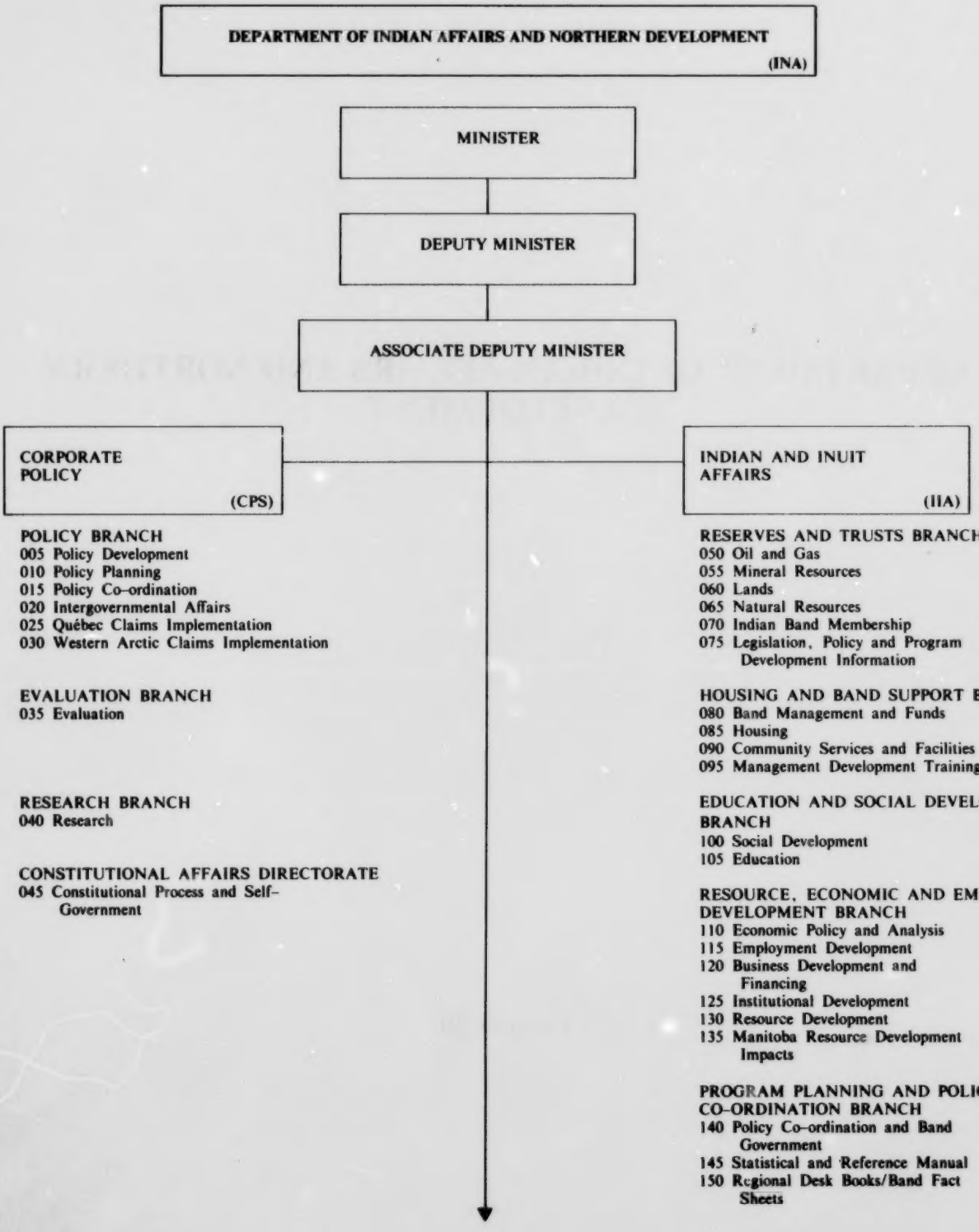
Staff Relations (New)
Description: See standard classes of records.

IAB/ADM-927 *Formerly Identified as:* NO REFERENCE
Training and Development (New)
Description: See standard classes of records.

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Chapter 50

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT



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DEPARTMENT OF INDIAN AFFAIRS AND NOTHERN DEVELOPMENT
OTTAWA, ONTARIO
K1A 0H4

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

Background

The Department of Indian Affairs and Northern Development (DIAND) is essentially people-oriented. Its major efforts are directed towards Indians and Inuit and to all who live in the vast and sparsely settled area north of the 60th parallel. At the same time, a long-term policy of decentralization means programs are being handled increasingly by these people themselves.

The Department was established under Section 15 of the *Government Organization Act*, 1966, now the *Department of Indian Affairs and Northern Development Act* (RSC 1970 c. 1-7, as amended). The Department is, in effect, an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

The *Department of Indian Affairs and Northern Development Act* describes the duties, powers and functions of the Minister of Indian Affairs and Northern Development as extending to and including all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to Indian Affairs, the Northwest Territories and the Yukon Territory and their resources and affairs and Eskimo affairs.

Laws and Regulations

The federal government's legislative responsibilities for Indian people and Inuit derive from Section 91(24) of the *Constitution Act* (1867) which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the *Indian Act* — which remains the major expression of federal jurisdiction in this area — was passed and a series of treaties were concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian people under the *B.N.A. Act* was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

- Alberta Natural Resources Act
- Arctic Waters Pollution Prevention Act
- British Columbia Indian Reserves Mineral Resources Act
- Canada Land Surveys Act, Part III
- Canada Oil and Gas Act
- Caughnawaga Indian Reserve Act
- Cree/Naskapi (of Québec) Act
- Department of Indian Affairs and Northern Development Act
- Dominion Water Power Act
- Fort Nelson Indian Reserve Minerals Sharing Act
- Indian Act
- Indian (Soldier Settlement) Act
- Indian Lands (Settlement of Differences) Act
- Indian Oil and Gas Act
- James Bay and Northern Québec Native Claims Settlement Act
- Lac Seul Conservation Act
- Lake of the Woods Control Board Act
- Land Titles Act
- Manitoba Natural Resources Act
- Manitoba Supplementary Revisions Act
- New Brunswick Indian Reserves Agreement Act
- Northern Canada Power Commission Act
- Northern Flood Agreement
- Northern Inland Waters Act
- Northern Mineral Exploration Assistance Regulations
- Northwest Territories Act
- Nova Scotia Indian Reserves Agreement Act
- Oil and Gas Production and Conservation Act
- Prospector's Assistance Terms and Condition Orders
- Public Land Grants Act
- Railway Belt Act
- Railway Belt and Peace River Flood Act
- Railway Belt Water Act
- Refunds (Natural Resources) Act
- Saskatchewan and Alberta Roads Act
- Saskatchewan Natural Resources Act
- Songhees Indian Reserve Act
- St. Peters Indian Reserve Act
- St. Regis Indian Reservation Act
- Territorial Lands Act
- Western Arctic (Inuvialuit) Claims Settlement Act
- Yukon Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act

Overall Responsibilities

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives: (a) to initiate, encourage and support measures that will respond to the needs and aspirations of the Indian and Inuit people, and will improve their social, cultural and economic well-being; (b) to encourage the orderly economic and political development of the Yukon and the Northwest Territories, and to co-ordinate all federal activities in the two territories; (c) to ensure that lawful obligations to Indian people are met, and to settle native claims relating to traditional native use and occupancy of land in those areas of Canada where this traditional use has not been extinguished by treaty or superseded by law.

Organization

The Department is organized into five operative program areas: Indian and Inuit Affairs; Northern Affairs; Office of Native Claims; Finance and Administration (including Personnel Services); and Corporate Policy.

Key Contacts

The Department encourages those who request information to utilize the present lines of communication described below since the intent is to make available as much information as possible through informal channels.

General departmental information is provided by the Departmental Secretariat and the Communications Branch, including the Public Enquiries and Response Division at Headquarters. The Public Enquiries and Response Division publishes a Directory of Publications, which is available on request. Contact may be made in person, by telephone or in writing at one of the following addresses:

Public Enquiries and Response Division
Communications Branch
Department of Indian Affairs and Northern Development
10 Wellington Street, North Tower, 21st Floor
Les Terrasses de la Chaudière
Hull, Québec
K1A 0H4
Telephone: (819) 997-9885

A new toll-free across-Canada INWATS information line has been set up in the Public Enquiries and Response Division in Ottawa. This number, 1-800-567-9604, is designed to assist the general public in obtaining information about the Department.

Departmental Secretariat
Department of Indian Affairs and Northern Development
10 Wellington Street, North Tower, 19th Floor
Les Terrasses de la Chaudière
Hull, Québec
K1A 0H4
Telephone: (819) 994-1207

The Departmental Library and documentation/reference centres are located in Les Terrasses de la Chaudière, Hull, Québec, as follows:

Departmental Library
14th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-0799

The departmental library has information on the following subjects: Indians of North America, Inuit, the Canadian North, Canadian and American history, anthropology, economic development, sociology and natural sciences.

Treaties and Historical Research Centre
19th Floor
Les Terrasses de la Chaudière
Telephone: (819) 994-1182

The Research Centre has information on the following: historical material on Canadian Indian treaties, claim processes and mechanisms; the *Indian Act* and related subjects; native law.

Indian and Inuit Affairs Program Reference Centre
16th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-9117

The Reference Centre contains material on the following: statistics, genealogy, history of the Canadian Indian and Inuit.

Mining Geology Microfilm Centre
7th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-0911

The Centre has data of a geological nature covering the Yukon and Northwest Territories.

Inuit Art Research and Documentation Centre
9th Floor
Les Terrasses de la Chaudière
Telephone: (819) 997-9440

The Centre has material dealing with Inuit arts and crafts.

Access Procedures

The departmental co-ordinator for access to information oversees the administration of the access procedures in the Department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemptions and third-party notifications, responses to enquiries from the information commissioner, appeals before the Federal Court and the report to Parliament. For all formal requests for access to departmental records holdings, requesters should complete the Access to Information Request Form available at national, regional and district offices. The form should be submitted in person to the DIAND office where it was acquired or mailed to the Office of the Departmental Co-ordinator in Ottawa.

Records material is maintained in national headquarters, regional and district offices located throughout Canada. The method of accessing records may vary according to the nature of the record medium, the type of request for access and the record location.

Enquiries concerning the administration of the *Access to Information Act* in the Department and formal requests should be addressed to

Office of the Departmental Access and Privacy Co-ordinator
Department of Indian Affairs and Northern Development
Ottawa, Ontario
K1A 0H4
Telephone: (819) 997-0307

CORPORATE POLICY

The mandate of Corporate Policy is to ensure that the Department's policies are coherent, consistent with the Minister's and Government's priorities and effective in meeting clients' needs. Corporate Policy's responsibilities include strategic planning, co-ordination of policy both within the Department and with other departments and central agencies, development of substantive policies on a wide range of issues, management of the Department's participation in the constitutional process, inter-governmental relations with the provinces, program evaluation, research, and parliamentary relations.

The Corporate Policy Sector is organized into four branches: Policy, Research, Evaluation and Constitutional Affairs. The Policy Branch includes five directorates: Policy Planning and Development, Intergovernmental Affairs, the Québec Claims Implementation Secretariat, Policy Co-ordination, and Western Arctic Claims Implementation Secretariat.

Policy Branch

Policy Planning and Development Directorate

The directorate is responsible for developing policies on a wide range of issues which are central to the Department's mandate; for preparing analyses to be used in strategic planning; and for the operational plan for Corporate Policy.

Policy Co-ordination Directorate

The directorate provides briefings and other assistance to the deputy minister and Minister in relation to their Parliamentary responsibilities and as participants in the Cabinet committee system; and ensures that responses to the Minister's and deputy minister's correspondence are timely and accurately reflect departmental policies.

Intergovernmental Affairs Directorate

The directorate is responsible for managing the Department's intergovernmental relations with the provinces and ensuring the consistent application of policies in an intergovernmental context.

Manuals

- British Columbia Region Administrative Circular on Policy, Research and Consultation Funds

Québec Claims Implementation Secretariat

The responsibilities of the secretariat include reviewing provisions of the James Bay and Northern Québec Agreement and the Northeastern Quebec Agreement and assessing if federal obligations are being met. The secretariat responds to complaints that obligations are not being met by co-ordinating work by the Department and other departments/ agencies.

Manuals

- James Bay and Northern Quebec Agreement (JBNQA)
- Northeastern Québec Agreement (NEQA)
- Implementation Review (JBNQA) (1982)
- Cree/Naskapi (of Québec) Act

Western Arctic Claims Implementation Secretariat

The secretariat co-ordinates federal and territorial government departments to ensure implementation of the Western Arctic Claim is carried out in a full, fair and efficient manner in keeping with the spirit and intent of the agreement.

Manuals

- Western Arctic Claim — The Inuvialuit Final Agreement
- Western Arctic (Inuvialuit) Claims Settlement Act

Evaluation Branch

This branch provides the focus for the periodic and independent review and assessment of a program or program components. Program evaluation examines the relevance of programs in light of present circumstances, their effectiveness, and how they might be improved. The evaluation function is an important element in the government-wide Policy And Expenditure Management System (PEMS).

Manuals

- Departmental Evaluation Policy (1982)
- D/D 10-5 (Part 17, Section 1) — February 1980 — Departmental Audit and Evaluation Committee

Research Branch

This branch supports, directs, co-ordinates and conducts research and disseminates research findings in support of departmental goals and priorities. It is also responsible for administering funds to native groups to support research, development and negotiation of native claims, and for supplying special research and advisory services to native and other client groups.

Constitutional Affairs Directorate

The directorate oversees and co-ordinates the Department's contribution to the constitutional process to define the rights of Canada's aboriginal peoples, and additionally, directs and co-ordinates the Department's contribution to the definition of aboriginal/Indian self-government. Involvement continues in subsequent activities flowing from these decisions.

INDIAN AND INUIT AFFAIRS PROGRAM

The program assists Indian people who come within the provisions of the *Indian Act* ("status" Indians, of which there are approximately 303,000 in Canada) and Inuit in Northern Québec and Labrador (numbering approximately 7,500), to achieve their expressed social, economic and cultural goals within Canadian society.

The program administers the statutory commitments defined by the *Indian Act*, including the registration of Indian people, matters concerning reserve lands and other Indian resources, and band elections; it implements the administrative measures needed to ensure that the federal government's lawful obligations to Indian people are met. These functions are administered in five main program areas: reserves and trusts; housing and band support; education and social development; program planning and policy co-ordination; and resource, economic and employment development.

As a reflection of the Department's changing role from one of direction to one of support, the program works closely with Indian band councils, and Indian and Inuit communities to encourage the continued growth of community self-determination.

The program has a regional information adviser in each of its seven regional offices south of 60°.

Regional Offices

British Columbia Region

Indian and Inuit Affairs Program
800 Burrard Street, Suite 1000
P.O. Box 1000
Vancouver, British Columbia
V6Z 2J3
Telephone: (604) 666-5206

Alberta Region

Indian and Inuit Affairs Program
9942-108th Street, 3rd Floor
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2815

Indian Minerals (West)
Government of Canada Building
Room 654
P.O. Box 2924, Station M
220, 4th Avenue S.E.
Calgary, Alberta
T2P 2M7
Telephone: (403) 231-5625

Saskatchewan Region

Indian and Inuit Affairs Program
2221 Cornwall Street, 3rd Floor
Regina, Saskatchewan
S4P 2L1
Telephone: (306) 359-6753

Manitoba Region

Indian and Inuit Affairs Program
275 Portage Avenue, 11th Floor
Winnipeg, Manitoba
R3B 3A3
Telephone: (204) 949-4692

Ontario Region

Indian and Inuit Affairs Program
25 St. Clair Avenue East., 5th Floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 966-5544

Québec Region

Indian and Inuit Affairs Program
320 Saint-Joseph Street East
P.O. Box 3725, Saint-Roch
Québec, Québec
G1K 7Y2
Telephone: (418) 648-4903

Atlantic Region

Indian and Inuit Affairs Program
40 Havelock Street
P.O. Box 160
Amherst, Nova Scotia
B4H 3Z3
Telephone: (902) 667-3818

Indian and Inuit Affairs Program
Federal Building
Main Street
P.O. Box 4100
Whitehorse, Yukon Territory
Y1A 3S9
Telephone: (403) 668-6474

Indian and Inuit Affairs Program
4914 — 50th Street
Bellanca Building
P.O. Box 2760
Yellowknife, Northwest Territories
X0E 1H0
Telephone: (403) 920-8283

Reserves and Trusts Branch

This branch ensures that treaty obligations and trust responsibilities concerning lands, estates, natural resources, band funds and membership are fulfilled. It administers those sections of the *Indian Act* that deal with band elections, referenda, by-laws, estates and lands, and provides management and entrepreneurial expertise to Indian bands in response to band council requests for the development of band-owned mineral resources. The branch is divided into five directorates: Indian Minerals Directorates (East and West); Lands; Legal Liaison and Support; Membership and Statutory Requirements; and Office of the Senior Resources Advisor.

Indian Minerals Directorates (East and West)

These directorates identify, manage and provide for the development of mineral resources of Indian lands under the authority of the *Indian Act*, the *Indian Oil and Gas Act*, the *Indian Mining Regulations*, the *Indian Oil and Gas Regulations* and other applicable guidelines. This process is carried out in direct collaboration with Indian band councils. The directorates assist in providing mineral-information orientation training, placement and counselling services to Indian bands and advise departmental officials and other government agencies on all matters concerning mineral information.

EDP Systems

- The oil and gas royalty revenue system (Indian Minerals West Office): it records all relevant data used in the calculation of oil and gas royalty revenues due to Indian bands.

Lands Directorate

This directorate manages the Department's responsibilities under the *Indian Act* for Crown-owned land set aside for the use and benefit of Indian bands, including the fulfillment of treaty obligations, maintenance of the land registry and administration of Indian estates.

Manuals

- Land Registry Practices Manual
- Indian Estates Manual
- Land Transactions Manual

Legal Liaison and Support Directorate

This directorate provides a legal liaison and support service to the program and the Department of Justice with respect to litigation brought by or against the Crown involving Indian lands, monies or minerals. A test case funding contribution program is also managed by the Department to provide funds so that important legal issues can be determined by the courts.

Membership and Statutory Requirements Directorate

This directorate provides for the management and administration of trust responsibilities set out in the *Indian Act* which relate to membership, elections, referenda, by-laws, other statutory obligations and trust funds as well as obligations under existing treaty agreements. The directorate's objective is to fulfill the legal obligations to Indians as required by the *Indian Act* and existing treaties by means of a computerized membership register, statistical tables and data derived from the membership register and Band lists, a computerized statutory requirements information management system, and a computerized trust accounting system.

Manuals

- Guide for Membership Administrators

EDP Systems

- Indian membership system: Records information on vital events, e.g., births, deaths, adoptions, marriages, divorces, entered on the Indian Register creating a permanent record of the approved status of all registered Indians and establishing their membership in a particular band. Also records information on the name of the registered individual, the name of his or her band and the band number and/or off-reserve residence.
- Indian demographic statistics (Sub) system: Produces vital statistics and other demographic data from the Indian membership system.
- The trust accounting system (TAS) embraces the following types of trust accounts: capital, revenue, estates, savings, absent or missing heirs/individuals, mental incompetents, guardianship, adopted children, and trust suspense. The administrative and financial functions relative to these accounts are undertaken by regions and monitored by headquarters. Trust accounts fall into three categories: band funds accounts for capital and revenue, individual accounts and the trust suspense accounts.
- The statutory requirements information management system (SRIMS): includes archives information on bands, band councils, band by-laws, elections and election appeals, treaty information, legal opinions index and cross-reference, appointments of commissioners for oaths, and Justices of the Peace. Principle use of this system is the reduction of response time to matters involving dates and time frames related to the processing of band by-laws, elections and election appeals. It also provides for a computerized record of treaty payments entitlement and arrears.

Office of the Senior Resources Advisor

The Office of the Senior Resources Advisor provides liaison with the Indian Minerals directorates (East and West) and is responsible for policy and program development for mineral responsibilities. Input from both field directorates is co-ordinated through the senior resources advisor's office for on-the-spot information/advice required by the Minister and other senior officials on all mineral resource matters.

Housing and Band Support Branch

This branch provides assistance for Indians living on reserves by providing housing subsidies for the construction and renovation of units as well as management and technical support and training to bands. Provision exists for the Minister to guarantee housing loans from Canada Mortgage and Housing Corporation (CMHC) or approved lenders, as defined in the *National Housing Act*. Band Support encourages local control of, and accountability for, Indian programs and services. The branch is divided into four directorates: Band Support; Housing; Capital Management; and Indian/Inuit Management Development.

Band Support Directorate

This directorate encourages local control of, and accountability for, Indian programs and services by promoting the growth of sound local administration to provide bands with increased capacity for the planning and management of their own affairs.

Manuals

- Terms and Conditions for Contribution Arrangements
- Local Government Authorities Manual
- Program Circular D-1 on Indian Local Government
- Program Circular D-2 on District Councils
- Program Circular D-4 on Band Operated Local Services
- Program Circular D-5 on Band Employee Benefit Plans
- Program Circular D-5-1 on Band Employee Benefits Operational Guidelines
- Program Circular D-6 on Band Support Funding
- Program Circular Appendix D-6-1 on Band Support Funding Operational Guidelines
- Local Government Program Development Manual (British Columbia Region)
- Local Government Finance Manual (British Columbia Region)
- Guidelines for Band Councils (British Columbia Region)

Housing Directorate

This directorate provides assistance for housing to Indian Bands and individual Indians living on reserves or designated Indian settlements in the form of front-end subsidies, management and technical support and training. The Minister can provide a guarantee for the repayment of housing loans to CMHC and lenders approved under the *National Housing Act*.

Manuals

- Program circulars J-1 to J-5 on Indian Housing Programs
- Terms and Conditions Respecting the Housing of Individual Indians on Reserves — P.C. 1980-2753
- Terms and Conditions on Housing Regulations — P.C. 1981-810
- National Housing Act
- Off-Reserve Housing Regulations
- Rental Housing, (British Columbia Region)
- Residential Rehabilitation Assistance Program (RRAP)
- Guidelines (British Columbia Region)
- On-Reserve Housing Operating Manual (British Columbia Region)

EDP Systems

- Indian off-reserve housing system: Provides information on mortgages, foreclosures and forgiveness transactions for Indians and Inuit living off reserves.

Capital Management Directorate

This directorate develops facilities in Indian and Inuit communities geared to community health and safety needs such as sewer, water, electricity, garbage collection, fire prevention services and road development. Also assists federally- and band-operated schools and joint school agreements with the provinces.

Manuals

- Capital Planning Process
- How to Get Project Approvals
- Capital Management Manual
- Classification of Indian Bands by Geographic Zone
- Capital Management Operational and Funding Handbook for the Community Infrastructure and Education Facilities Operations and Maintenance Program

Indian/Inuit Management Development Directorate

This directorate helps Indian Bands and Inuit communities to improve management and administration by applying generally accepted management practises and community identified standards of service.

Manuals

- Program Procedure, Indian/Inuit Management Development Program
- Program Directive, Indian/Inuit Management Development Program

Education and Social Development Branch

This branch offers a full range of educational services to Indians and Inuit which respond to their needs, and assists Indians and Inuit and their families to obtain access to welfare services and assistance.

This branch is divided into two directorates: Education and Social Development.

Social Development Directorate

This directorate provides funds for social assistance and related services, funds for administering and purchasing child and family welfare services, and adult care rehabilitation services. Advice and training are provided to assist Indian communities in administering their own services.

Manuals

- National Standards for the Social Assistance Program, with Corresponding Regional Manuals
- National Standards for Child Welfare and Adult Care

EDP Systems

- Database System: Provides financial information on social assistance, child welfare, adult care and all other social services extended to Indians.
- Management Information System: Provides statistical and financial information on social assistance and welfare services.

Education Directorate

This directorate ensures that on-reserve Indian children have access to elementary and secondary schooling throughout the ordinary school years; administers kindergartens and supports Indian students in extensive vocational and academic post-secondary education. It operates student residences, administers a boarding home program, provides counselling and it assists cultural education centres.

EDP Systems

- Indian Education System: Records personal statistical information about every Indian student for whom the Department has some responsibility, such as, current grade, age, school attended and reasons for leaving school, thus providing a history of individuals' movements through schools.
- Continuing Education Information System: Provides statistical and financial information on Indian students in post secondary institutions receiving educational assistance through the Department.

Resource, Economic and Employment Development Branch

Branch activities reflect the developmental mandate of the Department of Indian Affairs. By supporting the development of Indian and Inuit individuals, the economy and the community, significant improvements will be made to the quality of these living environments. The elements composing the branch are business, employment and employability development, and community development support and program management, which facilitate and support Indian bands and Inuit communities in their efforts to obtain a greater degree of economic independence, develop a viable economic and employment base and improve the quality of their living environments. The branch is divided into six directorates: Economic Policy and Analysis; Employment and Training; Business Development and Financing; Institutional Development; Resource Development and Manitoba Resource Development Impacts.

Economic Policy and Analysis Directorate

This directorate develops national policies to promote long-term employment and economic self-reliance of Indian communities.

Employment and Training Directorate

This directorate co-ordinates and/or delivers a range of job creation initiatives for the employment of Indians and Inuit and supports Indian and Inuit planning to access both on- and off-reserve employment opportunities. The directorate also encourages and supports the efforts of individual Indians and Inuit to acquire and maintain the levels of occupational skills essential to the maintenance of equal opportunities for employment. The directorate achieves its objectives through two distinct functional units, employment and training.

Business Development and Financing Directorate

This directorate provides Indian and Inuit individuals, bands, communities and organizations engaged in the primary, secondary and tertiary sectors with a source of finance in the form of loans, loan guarantees and contributions; also provides a source of technical and managerial assistance.

Institutional Development Directorate

This directorate provides a source of financial and technical support for Indian and Inuit communities involved in the establishment and operation of economic development institutions.

Resource Development Directorate

This directorate helps Indian communities deal with the social, economic and environmental impacts of major industrial and resource development projects, as well as aiding Indian communities in developing their own resource development projects.

Manitoba Resource Development Impacts Directorate

This directorate provides advice and assistance to Manitoba Indian Bands impacted by major development, primarily related to the Northern Flood and Grand Rapids Forebay Agreements.

Program Planning and Policy Co-ordination Branch

This branch co-ordinates operational planning in program activities by providing direction to the regions in the development of the operational plan; ensuring program branch activities are consolidated into operational plans, including the development of appropriate monitoring, reviewing and reporting systems; and ensuring that policy developments, federal government agreements and external projects and activities are included in the operational planning process. The branch is also responsible for Indian Art programs and Services, Indian Program Secretariat duties, and it operates the Program Reference Centre in conjunction with other branches in the Indian and Inuit Affairs Program. The branch is divided into four directorates: Policy Co-ordination and Band Government Development; Program and Policy Consultation; Program Planning; and Program Services.

Policy Co-ordination and Band Government Development Directorate

This directorate develops and co-ordinates self-governement policies and initiatives to assist bands and to encourage Indian community-based development. It ensures liaison between the Indian and Inuit Affairs Program and the Corporate Policy Sector in all matters pertaining to revisions of the *Indian Act* and the development of legislation to enable Indians to attain self-government.

Program and Policy Consultation Directorate

This directorate co-ordinates and monitors non-legislative and non-constitutional initiatives in line with recommendation 13 of the Penner Report on Indian self-government. It serves as clearinghouse, catalyst and expediter as part of the self-government process, and as required, provides services in the research and development of new policy initiatives.

Program Planning Directorate

This directorate designs and co-ordinates processes in the Indian and Inuit Affairs Program for operational planning, work planning, monitoring and control, and related management practices.

Program Services Directorate

This directorate manages the Department's extensive Indian Art Collection, including curatorial, acquisition and exhibiting functions, and artist support services; the Program Reference Centre, including genealogical and archival research services and a Documentation Centre; the Program Secretariat functions, for both the department and the program itself, including the co-ordination of the Minister's trips; an independent special project capability supporting the assistant deputy minister and the program, and a monitoring and control function related to specialized program activities in line with self-government (bilateral process) initiatives. The directorate co-ordinates the Directory of Services, the Directives Management System and Demographics Statistics support functions for the program. These areas discuss and negotiate with senior officials of bands and associations, private industries and other government and

departmental agencies. The directorate also provides information co-ordination for the Indian and Inuit Affairs Program on matters related to program wide issues.

NORTHERN AFFAIRS PROGRAM

The Northern Affairs Program assists the social, cultural, political and economic development of the Yukon and the Northwest Territories, with particular emphasis on the needs of native northerners and the protection of the fragile northern environment. It carries out these responsibilities directly, as well as through the auspices of the governments of the Yukon and the Northwest Territories. Northern Affairs Program activities are directed toward assisting the territorial government (with federal funding support) to provide services to northern residents, to protect and enhance the northern environment and develop northern recreational opportunities; to manage the natural resources of the north and to stimulate economic development and employment opportunities for northern residents; co-ordinating all federal government activities in the two territories; and further developing structures of self-government in the north.

The program consists of three main areas of activity: northern policy and co-ordination; renewable resources and the northern environment; and northern resources and economic planning. The program has regional offices in the Yukon and the Northwest Territories.

Northwest Territories Region

Northern Affairs Program
4914-50th Street
Bellanca Building
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
Telephone: (403) 920-8188

Yukon Region

Northern Affairs Program
200 Range Road
Whitehorse, Yukon Territory
Y1A 3V1
Telephone: (403) 668-5151

Northern Policy and Co-ordination Branch

This branch provides the focus within the Department for inter-departmental efforts to co-ordinate federal and territorial policies and programs affecting Canada's north. It is responsible for policy development and evaluation, northern research and special social, cultural and economic development programs for northern Inuit. The branch is divided into four directorates: Northern Policy; Northern Co-ordination and Social Development; Office of the Science and Research Adviser; and Norman Wells Project.

Northern Policy Directorate

This directorate examines major selected issues and proposed policy positions relating to the Department's responsibilities regarding northern affairs. It analyzes and advises on broad policy issues and leads study groups for special assignments relating to policy matters.

Manuals

- Annual Northern Expenditure Plan Procedures Manual

EDP Systems

- Expenditure system: Produces actual forecast and planned expenditures based on budget allocations, transfers received or disbursed, grants and contributions, loans and salaries by agencies operating in the north from the 1973-74 fiscal year to the present.

Northern Co-ordination and Social Development Directorate

This directorate plans and recommends federal policies for the constitutional development of the Yukon and Northwest Territories. It monitors and analyzes territorial legislation and programs, provides a contact point for the territorial government and develops policies and procedures for federal-territorial fiscal relations. It also provides specialist services in matters of Inuit culture, language, communications, art and business. The directorate is also responsible for the public review of all hydrocarbon transportation projects north of 60°, both by land and sea. As such, it provides the focal point within the Department for the public review of hydrocarbon transportation applications north of 60°.

Manuals

- 1972 Pipeline Guidelines

Office of the Science and Research Advisor

This office is a northern research unit with roles in science support and scientific advice on matters of priority and concern to the Northern Affairs Program.

Norman Wells Project

A 1981 Cabinet decision cited the Minister of Indian and Northern Affairs as the Minister responsible for co-ordination of regulation, planning and management of the Norman Wells Project. To discharge this responsibility, the Department appointed a Federal Project Co-ordinator in early 1982, operating out of Yellowknife. The co-ordinator promotes co-ordinated project management to reduce regulatory duplications; provides a visible focus for all project participants to air project concerns; monitors and reports on government and industry performance; and facilitates communication channels to all concerned.

Renewable Resources and Northern Environment Branch

This branch co-ordinates and develops policies, plans and regulations to protect the environment of the Yukon and Northwest Territories and the adjacent offshore regions, and sponsors applied research in this field. It develops the policy framework for environmental assessment of northern development and engineering on the northern environment. It manages land, forest and water resources north of 60°, administers surface rights and environmental regulations for northern Crown lands and controls the use of land and water for hydro power developments of federal lands north of 60°. The branch also administers the Environmental Studies Revolving Fund, which funds necessary environmental and social studies related to oil and gas decision-making on Canadian lands. The branch is divided into four directorates: Northern Environmental Protection; Northern Renewable Resources; Northern Land Use Planning; and the Environmental Studies Revolving Fund.

Northern Environmental Protection Directorate

This directorate co-ordinates, develops and recommends policies, plans and regulations for environmental protection in the Yukon and Northwest Territories and in adjacent offshore regions. It reviews and assesses major offshore and onshore resource development proposals and engineering undertakings, and makes recommendations for appropriate environmental terms and conditions to be incorporated into departmental permits and licenses. It directs an applied research program and serves as a link between the Northern Affairs Program and the Federal Environmental Assessment and Review Office. A public register of environmentally screened projects, providing an

assessment chronology of projects reviewed, is also maintained as part of the implementation of the federal Environmental Assessment and Review Process (EARP) in Northern Development.

Manuals

- Environmental Screening Guidelines

Environmental Studies Revolving Fund (ESRF)

The fund supports environmental and social studies directly related to oil and gas exploration or development decision-making on Canadian lands. The fund is one of two created under the *Canada Oil and Gas Act*, Section 49. The fund administered by this Department, as well as the one administered by Energy, Mines and Resources, operates on the basis of priority subjects struck by the Ministers involved and is the product of levies imposed on oil and gas interest owners.

Manuals

- ESRF Guidelines for Study Proposals
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies

Northern Renewable Resources Directorate

This directorate is responsible for the planning, conservation and management of the inland water resources of the Yukon and Northwest Territories and the Arctic sea waters adjacent to the mainland and islands of the Canadian Arctic. It regulates water use and licenses hydro electric power developments on federal lands north of 60°. It is also responsible for the protection, conservation and management of surface rights on Crown lands in the territories. It conducts biophysical land resource inventories, regulates the surface use of land and controls the disposition of granular materials. As well, the directorate is responsible for the protection and management of northern forest resources, including the cutting and removal of timber on territorial lands.

Manuals

- Fire Management Manual — Northwest Territories
- Fire Management Manual — Yukon Territory
- Territorial Lands Act (Yukon Region)
- Territorial Lands Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Land Use Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Timber Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Yukon Forest Protection Ordinance (Yukon Region)
- Northern Inland and Waters Act and Regulations (Yukon Region)

EDP Systems

- Land transaction system: Contains information on land disposition, including leases, sales agreements, permits and reserve lands.

Northern Land Use Planning Directorate

The directorate implements the land use planning program, provides the secretariat support to the Policy Advisory Committee that provides advice to the Minister on the operation of the program, and offers functional support to the planning offices responsible for the conduct of planning in the Yukon and Northwest Territories. The Land Use Planning Program will incorporate a comprehensive program of regional land use planning to provide for the conservation, development and utilization of both the onshore and offshore components of land and its resources, as well as social, economic and political considerations.

Northern Resources and Economic Planning Branch

This branch manages the proprietary interests of the federal government in non-renewable resources (including minerals) north of 60°; develops policies and programs for the northern transportation infrastructure; reviews and advises on northern development strategies, policies and plans; develops statistical data and analyses for northern economic planning activities; formulates and co-ordinates plans for particular concerns in the north and implements, in co-operation with the territorial governments, programs to provide equality of opportunity for northern residents. The branch is divided into three directorates: Northern Economic Planning; Mining Management and Infrastructure; and Oil and Gas Management and Major Projects.

The branch also includes the Northern Oil and Gas Action Program (NOGAP) Secretariat.

Northern Economic Planning Directorate

This directorate directs and advises on formulation of economic development policies and strategies for the north; advises on energy policies and administers energy programs in the north; directs economic and financial analysis of resource development projects; advises on initiatives relating to the development of the native economy; administers a comprehensive data management program that collects, compiles and interprets socioeconomic information pertaining to the northern territories; provides statistical analyses; directs and advises on programs of economic development agreements with the territorial governments to promote economic development; and directs and advises on socioeconomic agreements with the mining and petroleum industries to increase benefits to northern native people while minimizing negative impacts.

Mining Management and Infrastructure Directorate

The directorate is similar to provincial Mines and Transportation departments. The directorate formulates policies; drafts legislation and regulations to promote orderly management and development of mineral resources in the Northwest Territories and Yukon; assesses the technical, economic, financial and social impacts of mineral projects, and liaises with the mining industry and other interested parties. It formulates transportation and communication policies; develops programs; and assesses transportation needs including roads, airstrips, railways and marine facilities, in support of economic development in the north. The directorate provides functional direction to the Department's regional offices and to senior departmental, inter-departmental and territorial officials, as well as to the mineral industry, labour and native organizations, on all mineral related matters; and carries out mining administration functions.

Manuals

- Yukon Quartz Mining Act
- Canada Mining Regulations
- Yukon Placer Mining Act
- Territorial Lands Act and Regulations
- Northwest Territories Resource Development Policy
- Granular Materials Off-shore Pricing Policy
- Territorial Coal Regulations (pursuant to the Territorial Lands Act)
- Territorial Dredging Regulations (pursuant to the Territorial Lands Act)
- Territorial Mining Safety Ordinance and Regulations (Yukon Region)
- Territorial Blasting Ordinance and Regulations (Yukon Region)

Oil and Gas Management and Major Projects Directorate

This directorate manages northern oil and gas resources of the Yukon and Northwest Territories through co-ordination with the Canada Oil and Gas Lands Administration (COGLA). It ensures that northern policy objectives and concerns continue to be met and promotes and encourages the orderly exploration, development and conservation of the hydrocarbon and other mineral resources of the north, through the development and implementation of policies, programs, legislation and regulations, including the co-ordination of government activities relating to major development projects.

The directorate is also responsible for the management and administration of the Norman Wells oil field under the 1944 Proven Area agreement.

Northern Oil and Gas Action Program Secretariat (NOGAP)

The secretariat is responsible for the overall management and co-ordination of the Northern Oil and Gas Action Program among seven federal departments and the territorial governments. NOGAP is a seven year (1984/85 to 1990/91) research and planning program to prepare the federal and territorial governments for major hydrocarbon development north of 60° by 1991.

Northern Regulatory Review Group

This group reviews current northern regulatory and approval processes, and recommends improvements to the co-ordination of policies and regulations north of 60°.

Canada Oil and Gas Lands Administration (COGLA)

The Canada Oil and Gas Lands Administration (COGLA) has been established to administer the federal regulation of oil and gas exploration and development on Canadian land. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister, negotiates exploration agreements, grants permits for drilling work, inspects drilling operations and negotiates related Canadian benefits plans for northern activity. The administrator of COGLA reports to the deputy ministers of Energy Mines and Resources and Indian Affairs and Northern Development. Policy direction is provided by the Policy Review Committee, which includes senior personnel from both departments thereby ensuring that oil and gas administration is consistent with both northern and energy policies.

General information on COGLA may be obtained in person, by telephone or in writing from the following:

Administrator
Canada Oil and Gas Lands Administration
Department of Indian Affairs and Northern Development
Tower B, 355 River Road
Ottawa, Ontario
K1A 0E4
Telephone: (613) 993-3760

EDP Systems

- Oil and gas, land use and land accounting system: A large and complex system which maintains records of oil and gas land rights and associated financial information on the issuing of rights for oil and gas exploration and development in the north.
- Oil and gas operations system: Contains geological well data, technical report data and financial information on northern projects identified by lease or permit number.
- Oil and gas velocity analysis system: Contains seismic shot point data and analyses of velocity trends, thus providing the capability for determining optimum locations for drilling wells.
- Oil and gas engineering and geological well data system: A system which maintains engineering and production data for approximately one thousand oil and gas wells in the north.

OFFICE OF NATIVE CLAIMS

The office was established within the Department in 1974 to deal with the increasing number of native claims being presented to the federal government. The claims are described as either specific or comprehensive. Specific claims are based on grievances that Indian people might have about the federal government's past administration of Indian lands and other assets under the various Acts affecting Indians and reserve lands, and about the government's fulfillment or interpretation of the Indian treaties. Comprehensive claims are based on grievances of Indians, Inuit and Métis pertaining to the loss of their traditional use and occupancy of lands in those parts of Canada where any native rights based on such traditional use and occupancy have not been extinguished by treaty or superseded by law.

The office represents the Minister and the federal government as the focal point for both specific and comprehensive claims negotiations with native groups across the country. It also reviews claims that have been presented to the government, in order to identify and analyze the legal, historical and factual elements relating to the claims.

ADMINISTRATION

Administration is responsible for the provision of policy and direction and central advisory and administrative services to the Indian and Inuit Affairs Program, the Northern Affairs Program, the Corporate Policy Group and the Office of Native Claims. In terms of the Department's internal organization, it comprises Finance and Professional Services, Communications Branch, and the Personnel Branch.

Finance and Professional Services

Finance and Professional Services is responsible for the development, management, operation and maintenance of the Department's resource planning and allocation mechanisms and related financial administration systems; the provision of all departmental automated data processing services; the management of the Department's Improvement Management Practices Accountability and Control (IMPAC) initiatives and assistance to departmental management to promote and encourage the use of sound management practices, processes and systems; the provision of a range of technical and contract services relating to such matters, capital construction projects, the maintenance of capital assets and contract administration; the conduct of functional and management reviews and special audits.

The following branches make up the program: Finance, Management Services, Technical Services and Contracts, Management Practices and Departmental Audit.

Finance Branch

This branch is responsible for resource planning, resource utilization and accounting operations within the Department. Its functions include the development and implementation of resourcing and accounting policies, systems and procedures; advice to senior management and regional financial staff on all financial matters; the operation and maintenance of financial systems; and the provision of financial management training.

EDP Systems

- Band service profile system: Provides grants and contributions information on the extent to which Indian bands, associations, tribal and district council, agencies are responsible for managing the delivery of services to Indian communities.
- Budgetary control system: Contains all requisite financial information (budget and cash allotments and expenditures) to identify the balance for any specific departmental function or project.
- Centralized bank account system: Contains financial information on emergency purchases by the Department e.g. welfare cheques, casual salaries to workers in remote locations.
- Expenditure accounting system: Contains expenditure data from the budget control system and provides a wide range of reports for management.
- Energy purchases data capture reporting system: Contains financial information on energy purchased versus energy consumed.
- Loan accounting system: Contains financial information related to direct loans programs administered by the Department and provides a range of regular and ad hoc reports.
- Machine readable interface system: Contains expenditure transaction information compiled for the budget control system and Supply and Services Canada systems (e.g. payment, journal vouchers, receipts).
- Oil and gas royalty and revenue system: Contains financial information on oil and gas royalties collected by the Department on behalf on Indian bands.
- Person-year control system: Contains information on departmental person-year allocation and related budget.
- Project accounting system: Provides financial and project status information on capital projects.
- Supply and Services Canada/expenditure accounting system and reconciliation sub-system: Contains coded financial information from the departmental expenditure accounting system and financial systems of Supply and Services Canada.
- Trust Accounting System: Contains financial and administrative information on a number of trust accounts managed by the Department on behalf of Indian bands and individuals.

Manuals

- Financial Management Manuals (Series I to III)

Management Services Branch

The branch is mandated to develop the tools — and to provide assistance to managers — that will provide more effective and efficient management. It also provides the Department's central administrative services, information systems and data processing services.

EDP Systems

- Automated distribution account system: contains an inventory of all equipment and furniture within the Department.
- Infotheque data storage and retrieval system: contains textual information in any form with a retrieval capability (based on key words).
- Materiel management inventory system: contains an inventory of departmental forms and publications used by the Department.
- Information services inventory system: contains an inventory listing of the 2,000 (plus) departmental publications.

Technical Services and Contracts Branch

This branch is responsible for the technical planning, design, procurement, project management, technical operation, maintenance and contracting for real property facilities and other capital assets, by developing policies, standards, guidelines and systems related to these responsibilities. It provides technical advisory services, implements capital projects, fire protection and prevention, construction safety, and management of national programs with a high technical content. The branch is divided into three directorates: Professional Services; Contract Policy and Services Directorate; and Technical Services Directorate.

Manuals

- DRM 10-7 — Engineering, Architecture and Contracts Manual (established by D/D-6)
- DRM 10-3 — Contracts Manual

Professional Services Directorate

This directorate is responsible for the provision of professional/technical services, including advisory services in the fields of engineering, architecture, landscape architecture and other technical support fields which are inherent in the planning, design, construction, technical operation and maintenance of all departmental physical facilities and implementation of technical systems.

Manuals

- Property for School Facilities on Indian Reserves (British Columbia Region)
- Minister's Responsibility Construction Activities on Indian Reserves and Lands (British Columbia Region)
- Terms of Reference to Project Officer (British Columbia Region)
- Guideline for Project Completion Report DRM 10-7/42.7 (British Columbia Region)

Contract Policy and Services Directorate

This directorate is responsible for the provision of operational and advisory services related to the development and delivery of the contracting process, including such activities as tender call, requests for proposals, review of responses, contract awards, claims, disputes and contract administration covering construction, consulting and non-consulting contracts.

Technical Services Directorate

This directorate is responsible for the provision of professional/technical/support services, including advisory services, in the area of project management, technical training of departmental and Indian band staff, fire prevention/protection and construction safety, engineering cost analysis, aerial photography, mapping, promulgation of technical publications and various other technical support services.

Manuals

- Engineering and Architecture Manual (DRM 10-7)
- Technical Support Documents
- Contracts Manual (DRM 10-3)
- Band and Field Staff Training Materials
- Band/Contract Technical Publications
- Guideline Drawing and Specification System
- Guideline Building Design Program

Management Practices Branch

The goals of this branch include promoting, fostering and maintaining sound managerial practices, processes and systems within the Department as well as their assessment, development or integration by undertaking projects and special assignments identified by senior management.

Departmental Audit Branch

The branch carries out a systematic review and appraisal of all departmental operations for purposes of advising management as to the efficiency, economy and effectiveness of internal management policies and controls. The branch develops and implements departmental audit policy and program; co-ordinates and executes all departmental audit operations (except Band audits); and co-ordinates and contacts all audit matters emanating from the offices of the Auditor General, Comptroller General and other central agencies.

Communications Branch

This branch is responsible for promoting a better understanding of the Department's policies and programs to the general public and various special interest groups. It provides advice to the Minister, the deputy minister and senior management, and a full range of communications services to the operating programs. These encompass communications planning; media relations; special events; public enquiries; publications; exhibits; and films. At the same time, the branch is responsible for an internal communications program directed towards departmental employees; defining departmental communications objectives; and developing and maintaining communications standards within the Department.

Personnel Branch

The main responsibilities of the branch are to advise the deputy minister with regard to the management of the Department's personnel resources; to formulate the personnel administration program in the Department; to develop policies and programs designed to enhance the Department's performance in personnel administration and human resources utilization; to provide support, advice and functional guidance to senior managers and regional personnel officers in relation to the implementation of personnel administration policies, programs and procedures; to monitor and evaluate personnel administration activities within the Department; and to ensure the quality, effectiveness and statutory compliance of the personnel administration services provided to managers throughout the Department. These services include classification, compensation and benefits, employee health and safety; staffing and human resources planning; staff training and development; staff relations; native employment; affirmative action; official languages and employee assistance programs.

EDP Systems

- Departmental personnel information system: Contains personnel data on all departmental employees with specific focus on positions.
- Senior personnel advisory services (SPAS): contains personnel data on all SM, EX, PE or feeder-level employees with focus on replacement planning.
- Work force adjustment (WFA): contains personnel data on all surplus or laid-off employees with focus on placement.

Classes of Records

INA/CPS-005 *Formerly Identified as:* INA-10
Policy Development
Description: The assessment and the development of policies in an integrated fashion consistent with broad government priorities, departmental objectives and client needs. *Topics: Indian Act* revision; national policies on topics such as fisheries, taxation, international issues.

INA/CPS-010 *Formerly Identified as:* INA-20
Policy Planning
Description: Production of departmental strategic planning documents; and Corporate Policy operational plan. *Topics:* Long range policy and management issues; corporate policy operational plan summary.

INA/CPS-015 *Formerly Identified as:* INA-30
Policy Co-ordination
Description: Co-ordination of briefings for the Minister and deputy minister in relation to Parliament, meetings of Cabinet and meetings with other governments. *Topics:* Briefing materials and advice on policy processes within the Department, including interprogram and interdepartmental consultation; also, management documents for use in planning, tracking and participating in policy initiatives in the Department and in other departments.

INA/CPS-020 *Formerly Identified as:* INA-40
Intergovernmental Affairs
Description: Discussion with provincial governments and Indian associations on priority topics of mutual concern to all parties. *Topics:* Consultations, negotiations and agreements between federal and provincial governments and Indian associations on topics such as policing, hunting/fishing rights, environmental and development impacts.

INA/CPS-025 *Formerly Identified as:* INA-45
Québec Claims Implementation
Description: Subject issues include Inuit economic development, training and relocation; Cree/Naskapi relocation, band creation, education, economic development, capital and infrastructure development. *Topics:* Killiniq; Great Whale; Economic development - Inuit; Economic development - Cree/Naskapi; Kawawachikamach; electricity; schools and housing - Inuit; five year plan - Cree Indians; *Cree/Naskapi Act*.

INA/CPS-030 *Formerly Identified as:* NO REFERENCE
Western Arctic Claims Implementation (New)
Description: Subject files pertaining to the registration of the Western Arctic Inuvialuit Final Agreement and to the implementation of the Western Arctic Inuvialuit claims settlement.

INA/CPS-035 *Formerly Identified as:* INA-50
Evaluation
Description: The evaluation of existing departmental programs and the structuring of evaluation criteria for proposed programs. *Topics:* Education, social services, economic and employment development, community services, cultural programs, renewable and non-renewable resources, northern economic development and environmental protection.

INA/CPS-040 *Formerly Identified as:* INA-60
Research
Description: Undertaking and supporting research related to policy and program issues and supporting the claims settlement process. *Topics:* Research grants; research contracts; research projects; studies and surveys; research services and advice on specific historical or claims situations; financial arrangements to enable Indian participation in the federal government's claims resolution and *Indian Act* revision processes.

INA/CPS-045 *Formerly Identified as:* INA-35
Constitutional Process and Self-Government
Description: Subject issues include Indian/Aboriginal self-government, equality, lands and resources, aboriginal title/rights, treaties/treaty rights, funding (constitutional/Indian self-government/framework legislation), discrimination. *Topics:* Committees, procedures and meetings; FMC aboriginal participants; provincial and territorial organizations; native associations; provinces

and territories; aboriginal and treaty rights; self-government; land claims; land and resources; service delivery; legal and constitutional issues; briefings.

INA/IIA-050 *Formerly Identified as:* INA-100
Oil and Gas
Description: Oil and gas resources on Indian lands. *Topics:* All matters relating to the control, development and management of oil and gas.

INA/IIA-055 *Formerly Identified as:* INA-120
Mineral Resources
Description: Mineral resources on Indian lands. *Topics:* The control, development and management of mined metallic and non-metallic minerals, quarried minerals, sand, gravel and groundwater.

INA/IIA-060 *Formerly Identified as:* INA-140
Lands
Description: Agreements; individual land holdings and estates; islands; land sales, leases; rights-of-way; surveys; and reserves.

INA/IIA-065 *Formerly Identified as:* INA-160
Natural Resources
Description: The control, development and management of natural resources, such as forest and furs; the rights to Indians for fishing, hunting, and trapping.

INA/IIA-070 *Formerly Identified as:* INA-200
Indian Band Membership
Description: Contains information and documentation pertaining to the membership of persons in Indian bands under the *Indian Act*. *Topics:* Subjects include determination of the entitlement to claim Indian status, Indian enfranchisement protests, marriage to non-Indians, transfer between bands, legitimation of births and divorces. *Special Access Note:* The name of the band concerned should be included with each request.

INA/IIA-075 *Formerly Identified as:* INA-210
Legislation, Policy and Program Development Information
Description: Resource data and relevant federal, provincial and private sector program and policy information which might affect or influence the administration and management of natural resources on Indian lands.

INA/IIA-080 *Formerly Identified as:* INA-220
Band Management and Funds
Description: Band local services; legal opinions; Orders-in-Council; Cabinet documents, Treasury Board submissions, contribution arrangements; association support; community based planning, band support funding and band employee benefits. *Topics:* Policy; eligibility; program descriptions; terms and conditions; funding formula/criteria; administrations; and operational guidelines.

INA/IIA-085 *Formerly Identified as:* INA-240
Housing
Description: Housing assistance for individual Indians or to Indian band councils. *Topics:* Housing policy; construction or renovations of houses on reserves or designated Indian settlements.

INA/IIA-090 *Formerly Identified as:* INA-260
Community Services and Facilities
Description: Community services and facilities for Indian and Inuit communities. *Topics:* Community health and safety needs such as sewers, water, electricity, garbage collection, fire prevention services, road development, and school facilities.

INA/IIA-095 *Formerly Identified as:* INA-280
Management Development Training (Revised)
Description: Provides resources and assistance for management development activities to three groups: Indian and Inuit individuals, bands and communities; post-secondary educational institutions; and Indian/Inuit management training institutes. *Topics:* Training; management support and advice; orientation and information dissemination.

INA/IIA-100 *Formerly Identified as:* INA-300
Social Development
Description: Covers subjects relating to social development of Indians including assistance and welfare services provided to Indian individuals, namely income maintenance, family and children's services and community social services.

INA/IIA-105 *Formerly Identified as:* INA-310
Education
Description: Subjects relating to educational programs for meeting the educational needs of Indian and Inuit people. They include assistance to students, educational programs, surveys and studies, development of curriculum.

INA/IIA-110 *Formerly Identified as:* INA-320
Economic Policy and Analysis
Description: The planning and developing of programs, surveys, studies and research designed to identify and demonstrate the importance of certain factors in the promotion of economic development affecting the Indian and Inuit communities. *Topics:* Agriculture; arts and crafts; employment; financial programs; natural resources.

INA/IIA-115 *Formerly Identified as:* INA-330
Employment Development
Description: Subjects relating to community employment programs for Indian communities; also information on work programs, opportunities and training. *Topics:* Employment related training and mobility; employment development.

INA/IIA-120 *Formerly Identified as:* INA-340
Business Development and Financing (Revised)
Description: Records are kept on the financial, technical and managerial assistance provided to Indians and Inuit for the development and expansion of viable businesses. *Topics:* Indian Economic Development direct and guaranteed loans; contributions, Farm Credit Corporation guaranteed loans; Federal Eskimo Loan Fund.

INA/IIA-125 *Formerly Identified as:* INA-350
Institutional Development
Description: Records are kept on the financial and technical support to Indians and Inuit communities involved with economic development institutions and corporations.

INA/IIA-130 *Formerly Identified as:* INA-360
Resource Development
Description: Hydro dams, heavy oil extraction; coal and metal mining; pipelines; structural minerals.

INA/IIA-135 *Formerly Identified as:* INA-370
Manitoba Resource Development Impacts
Description: Advice and assistance to Manitoba Indian Bands on major resource development. *Topics:* Flood and water control; resource development impacts.

INA/IIA-140 *Formerly Identified as:* INA-400

Policy Co-ordination and Band Government

Description: Co-ordination of Indian band government policy and implementation of land claims settlement, Indian and Inuit Affairs Program (IIAP) input to the drafting of Indian band government legislation and revision of th *Indian Act*. *Topics:* Local Indian government policy co-ordination (e.g., district councils); *Indian Act* revision; Indian band government legislation; implementation of claims settlement co-ordination (e.g., James Bay).

INA/IIA-145 *Formerly Identified as:* INA-440

Statistical and Reference Manual

Description: This manual contains statistics, genealogy for Indians and information on the history of the Canadian Indian and Inuit. *Topics:* Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; genealogical and related historical information; Orders-in-Council; Treasury Board minutes and circulars; program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports.

INA/IIA-150 *Formerly Identified as:* INA-460

Regional Desk Books/Band Fact Sheets

Description: The Regional Desk Books are compendiums of current band and regional information, compiled and updated regularly by the unit from existing information systems. *Topics:* Statistical information relating to band population; housing; facilities; socioeconomics; education; grants/contributions; band funds; communication/transportation; regional profiles of the departmental organization and its officials; financial summary; native organizations; regional maps.

INA/NAP-155 *Formerly Identified as:* INA-500

Policy Development

Description: These records contain policy analysis and development. *Topics:* General range of policy issues relating to the federal responsibility in the north.

INA/NAP-160 *Formerly Identified as:* INA-520

Program Plans and Planning

Description: A complete source of information on all aspects of government activity in the Yukon and Northwest Territories. *Topics:* Long-range planning; operational planning and plans; strategic planning, work plans and government activities in the north by departments and agencies.

INA/NAP-165 *Formerly Identified as:* INA-540

Advisory Committee on Northern Development

Description: The support of the Advisory Committee on Northern Development. *Topics:* Sub-committees on communications, science and technology, transportation, finances, employment of native northerners, northern training programs, agendas, minutes.

INA/NAP-170 *Formerly Identified as:* INA-560

Territorial Government Administration

Description: Plans and policies for the administration and development of the Yukon and Northwest Territories governments. *Topics:* Councils of the Yukon and Northwest Territories — debates, elections, members, rules, territorial ordinances and legislative programs. *Special Access Note:* Public ordinances arranged by individual ordinance.

INA/NAP-175 *Formerly Identified as:* INA-580

Federal-Territorial Agreements and Arrangements

Description: Agreements and arrangements with the Yukon and Northwest Territories.

INA/NAP-180 *Formerly Identified as:* INA-600

Cultures and Customs

Description: The cultures and customs of Inuit people are outlined. *Topics:* Arts and crafts — production, collection, conservation, exhibitions, trademarks, Inuit artists' biographies; Inuit orthography; language and dialect; Inuit music; books and publications about and by Inuit.

INA/NAP-185 *Formerly Identified as:* INA-620

Health and Social Services

Description: Health services and social services provided or available to native people in the north. *Topics:* Hospitals and nursing stations.

INA/NAP-190 *Formerly Identified as:* INA-640

Education

Description: Educational programs designed to raise the educational level of the native people of the north. *Topics:* Adult education - educational assistance; special and vocational training; language training; teachers and teaching; counselling and guidance; facilities and transportation.

INA/NAP-195 *Formerly Identified as:* INA-660

Justice and Law Enforcement

Description: Appointments of judges; justices of the peace; police magistrates; juvenile delinquents; vandalism; police services; legal aid; prisons and prisoners; studies, surveys, reports and statistics.

INA/NAP-200 *Formerly Identified as:* INA-680

International Affairs and Relations

Description: International affairs and relations with foreign countries. *Topics:* Arctic science co-operation; human rights; marine science.

INA/NAP-205 *Formerly Identified as:* INA-700

Cultural Grants

Description: Grants to outside organizations and individuals for the advancement of the Inuit culture. *Topics:* Exhibit opening and catalogues, arts and crafts, study tours and workshops, arts, music, theatre, dance, films, literature, languages, newspapers, anthropological, sociological studies and tours.

INA/NAP-210 *Formerly Identified as:* INA-720

Pipelines

Description: The use of pipelines or tankers in the transportation of oil and gas. *Topics:* Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline.

INA/NAP-215 *Formerly Identified as:* INA-740

Tankers

Description: The use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands is outlined. *Topics:* Dome Petroleum; Beaufort Sea Developments; Arctic Pilot Project; Norman Wells Project; Trans-Canada Liquefied Natural Gas Project.

INA/NAP-220 *Formerly Identified as:* INA-760

Scientific Training Grants

Description: All applications made since 1963 by the various Canadian universities in the Northern Scientific Training Grants Program. *Topics:* Training grants; Northern research.

INA/NAP-225 *Formerly Identified as:* INA-780
Northern Laboratories
Description: Information pertaining to the laboratories program, its daily management and the annual use of the labs. *Topics:* Igloolik Resource Centre; Inuvik Resource Centre.

INA/NAP-230 *Formerly Identified as:* INA-790
Oil and Gas — Transportation — Pipelines — Norman Wells
Description: Information relating to the management and regulation of the Norman Wells project, including policy, environmental and socioeconomic terms, conditions and studies. *Topics:* Contribution agreements; surveillance and monitoring studies and reports, committees and company socio-economic plans and business and employment opportunities.

INA/NAP-235 *Formerly Identified as:* INA-800
Environmental Protection
Description: The record contains information on the environmental protection of the Canadian North. It also includes a public register of environmentally screened projects, which is part of the implementation of the federal Environmental Assessment and Review Process (EARP). *Topics:* Pollution and pollutants of air, land and waters; pollution causes — garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offences and violations of environmental laws.

INA/NAP-240 *Formerly Identified as:* INA-820
Wildlife
Description: Animals — diseases, furs, hides, hunting, hunting licenses and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds — diseases, licenses, traps, regulations, studies and surveys; fish — culture, diseases, licenses, regulations, studies and surveys, reports; insects.

INA/NAP-245 *Formerly Identified as:* INA-830
Environmental Studies Revolving Fund (ESRF) Studies
Description: Environmental Studies Revolving Fund (ESRF) Studies are outlined. *Topics:* Physical environmental effects on oil and gas activities; the interaction of such activities with living organisms on the land, in the sea and in the air; the research and development necessary to bring mitigating technologies into effect; the development of long-term biological monitoring; the socioeconomic effects of oil and gas activities in terms of employment, training; waves; sea; bottom ice; scour; oil spill research and countermeasures; social issues north; social issues south; effect monitoring; icebergs; bottom sediment transport.

INA/NAP-250 *Formerly Identified as:* INA-840
Lands
Description: The protection, conservation, management and administration of territorial lands under the control of the Department are described. *Topics:* Territorial lands, legislation, land use - operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; townsites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours. *Special Access Note:* Claims arranged by individual claims. Arctic land use projects arranged by project name.

INA/NAP-255 *Formerly Identified as:* INA-860
Water Resources
Description: Control, development and management of water resources in the north are included. *Topics:* Hydro power; hydrometric network; meteorological and water quality networks; licenses; regulations; studies and surveys. *Retrievability:* Licenses arranged by location.

INA/NAP-260 *Formerly Identified as:* INA-880
Forestry
Description: Control, development, management and protection from fire, of forest resources in the north. *Topics:* Logs and logging; timber — cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and, accident prevention and safety programs; forest fires — agreements, behaviour, detection, prevention, suppression and pre-suppression, research, reports; weather forecast and stations. *Special Access Note:* Permit information is available by permit number, name of permittee or location covered by the permit.

INA/NAP-265 *Formerly Identified as:* INA-890
Comprehensive Land Use Planning for the Yukon and Northwest Territories
Description: Compiled since the 1981 announcement of the Northern Land Use Planning Policy, this material covers the development and implementation of the program. *Topics:* Structure and organization; northern land use planning publication; planning appraisals; plan implementation; government/native/industry liaison; agreements, commissions; planning areas.

INA/NAP-270 *Formerly Identified as:* INA-900
Economic Development
Description: Records contained outline the planning and development of programs to encourage economic development in the north. *Topics:* Agriculture; boating industries; northern businesses and co-operatives; employment and labour; fishing; forestry; industrial development — funds, loans; recreation and tourism; taxation and royalties; energy regulation, distribution and consumption; population growth and structure; northern native employment and relocation, and the social aspects of employment.

INA/NAP-275 *Formerly Identified as:* INA-920
Socio-economic Data
Description: Collection, compilation and statistical interpretation of socioeconomic data pertaining to the territories. *Topics:* Economic accounts; sociodemographic studies; native affairs; industry sector information; general economic development.

INA/NAP-280 *Formerly Identified as:* INA-940
Employment
Description: The information included outlines work force information on northern projects; employers; and socioeconomic aspects of northern development. *Topics:* Employment and recruiting; counselling; unions; studies, surveys, reports and statistics; memoranda of understanding.

INA/NAP-285 *Formerly Identified as:* INA-960
Mineral Policy (Revised)
Description: Information on the development of policies to encourage exploration and orderly development of resources in northern Canada. *Topics:* Northern Mineral Policy; native issues; regulatory review; fiscal regime; mineral tax incentives; mineral potential; project assessment and project monitoring; further processing and smelter feasibility studies.

INA/NAP-290 *Formerly Identified as:* INA-980
Mining
Description: The disposition and maintenance of mineral rights in the north are outlined. *Topics:* Accidents — prevention and safety; claims; coal; companies; dredging; exploration; exports; geology; inspections; maps and charts; prospecting and prospectors; placer mining (panning); quartz mining; recorders and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licenses; mineral production royalties;

technical exploratory work reports. *Retrievability:* Prospecting permits are arranged by individual and company name. *Special Access Note:* Placer and quartz dispositions should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging dispositions should be identified by locality and owner.

INA/NAP-295 *Formerly Identified as:* INA-1000

Mining Engineering and Inspection

Description: The administration and enforcement of mine safety legislation in the Yukon. *Topics:* Inspection reports on mining safety, electrical safety, occupational environment, miners' medical certificates, blasting and magazine permits, and mine rescue certificates. *Retrievability:* Files arranged by name, owner and location of mine.

INA/NAP-300 *Formerly Identified as:* INA-1010

Exploration and Geological Services

Description: Production and dissemination of geological information on both territories. *Topics:* Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also, specialized libraries for air photos and drill cores. *Special Access Note:* Filed by locality, name and owner of mineral property; publication title, author and publisher.

INA/NAP-305 *Formerly Identified as:* INA-1020

Roads

Description: Information outlined on the planning and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts. *Topics:* Environmental studies; socioeconomic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation. *Special Access Note:* Arranged by road or highway title and subdivided according to construction sub-activity or consideration.

INA/NAP-310 *Formerly Identified as:* INA-1100

Oil and Gas Lands

Description: Information on the control, development and management of oil and gas lands in the north. *Topics:* Norman Wells Proven Area Agreement; various oil and gas companies; standard data on expenditures and revenues; oil and gas policy in the north; project files.

INA/NAP-315 *Formerly Identified as:* INA-1120

Major Non-Renewable Resource Development Projects

Description: Files on the co-ordination of government activities relating to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources. *Topics:* Oil and gas; mining and other individual development projects.

INA/NAP-320 *Formerly Identified as:* INA-1160

Hydrocarbon Development

Description: Hydrocarbon development planning and research activities, which are funded under the Northern Oil and Gas Action Program (NOGAP) and which are conducted by the federal and territorial governments. *Topics:* Oil and gas; environment; socioeconomics; hydrocarbon transportation; planning and research.

INA/NAP-325 *Formerly Identified as:* INA-1180

Northern Regulatory Review

Description: Reports, articles and correspondence about regulatory and approval processes north of 60°.

INA/NAP-330 *Formerly Identified as:* EMR-341

Canada Benefits

Description: Information on the analysis and management of procurement plans submitted by oil and gas operators seeking exploration agreements to ensure benefits to the Canadian economy. *Topics:* Canada benefits packages, employment benefits; east coast, northern regions; industrial benefits; social benefits; project notification; research and development programs; technology transfer.

INA/NAP-335 *Formerly Identified as:* EMR-342

Environmental Protection

Description: Information on the protection of oil and gas operations in marine and coastal areas from environmental risks, as well as the protection of the environment from the affects of drilling operations. *Topics:* Environmental protection and marine pollution; contingency planning; in-house; industry; international; environmental assessment; Canada Lands; east coast offshore; environmental assessment and review process; environmental studies revolving fund; research and development; biological environment; northern environment; physical environment; physical oceanography; meteorology and climate studies; financial security.

INA/NAP-340 *Formerly Identified as:* EMR-343; INA-1200

Land Management

Description: Information on the negotiation, issuing and administering of oil and gas exploration and production rights. *Topics:* Mineral rights on Canada Lands; financial accounting; production reports; oil and gas leases; mineral rights on public lands; mining leases; oil and gas leases; reservation of mines and minerals; royalties; titles; production evaluation; guaranty deposits; rights transfer.

INA/NAP-345 *Formerly Identified as:* EMR-344

Policy Analysis and Co-ordination

Description: Information on the analysis, development and interpretation of policy with respect to the management of oil and gas exploration and development activities on Canada Lands. *Topics:* Provincial oil and gas issues; provincial negotiations; policy review.

INA/NAP-350 *Formerly Identified as:* EMR-345; INA-1210

Resource Evaluation

Description: Information on the estimation of oil and gas reserves and potential on Canada Lands. *Topics:* Deep seabed resources; deep ocean mining; offshore mining; non-fuel minerals; mineral resource inventory; deep seabed resource management; shelf resources; shelf mining, ocean resources citation retrieval; geoscientific projects; scientific research; offshore; east coast.

INA/NAP-355 *Formerly Identified as:* EMR-346; INA-1220

Engineering

Description: Information on the operational and occupational safety of drilling and developing activities on Canada Lands as it relates to the regulatory basis that governs equipment and procedures for drilling and production of oil and gas. *Topics:* Offshore operations; statistics; geological and geophysical reports; diving; drilling; pipelines and transportation; reservoir and reserve studies; offshore structures; technological developments; Ocean Ranger accident; investigations; Royal Commission.

INA/NAP-360 *Formerly Identified as:* EMR-347
Regulation of Drilling Projects
Description: Information on the management and control of drilling and exploration projects across Canada. *Topics:* Survey applications; geophysical/geological reports; environmental studies; feasibility studies; well history reports.

INA/ONC-365 *Formerly Identified as:* INA-1240
Native Claims
Description: Comprehensive and specific claims processing and negotiations are contained. *Topics:* Claims issues and negotiations, policy positions, compensation of claims, the claims process, the eligibility of groups submitting claims obligations, rulings, decisions and precedents, the hiring of consultants to conduct various services related to native claims.

INA/ADM-370 *Formerly Identified as:* INA-1300
Buildings, Lands and Properties
Description: Includes the technical planning, design, construction, operation and maintenance of departmental facilities, energy conservation for buildings, utilities, electrical, gas, heating systems, garbage disposal, water and sewage systems; roads and bridges, site development and mobile equipment.

INA/ADM-375 *Formerly Identified as:* INA-1320
Consulting and Non-Consulting Service
Description: Information is included on construction and service contracts, and the hiring of consultants. *Topics:* Includes all aspects of construction, consulting, non-consulting service contracts; tendering and contract awards; contract claims and disputes; contract training.

INA/ADM-380 *Formerly Identified as:* INA-1330
Technical Services
Description: Includes information on fire protection and prevention, construction safety, technical training, band/contract technical publications, aerial photoservices, mapping, capital assets, DRM 10-7, 10-3 publications and guideline designs. *Topics:* Technical policy, standards, guidelines and procedures governing technical management, e.g., project management services, technical systems, capital assets inventory, fire protection and prevention, construction safety, surveys, mappings, site planning, municipal services, buildings and roads, technical planning design, construction and operation maintenance.

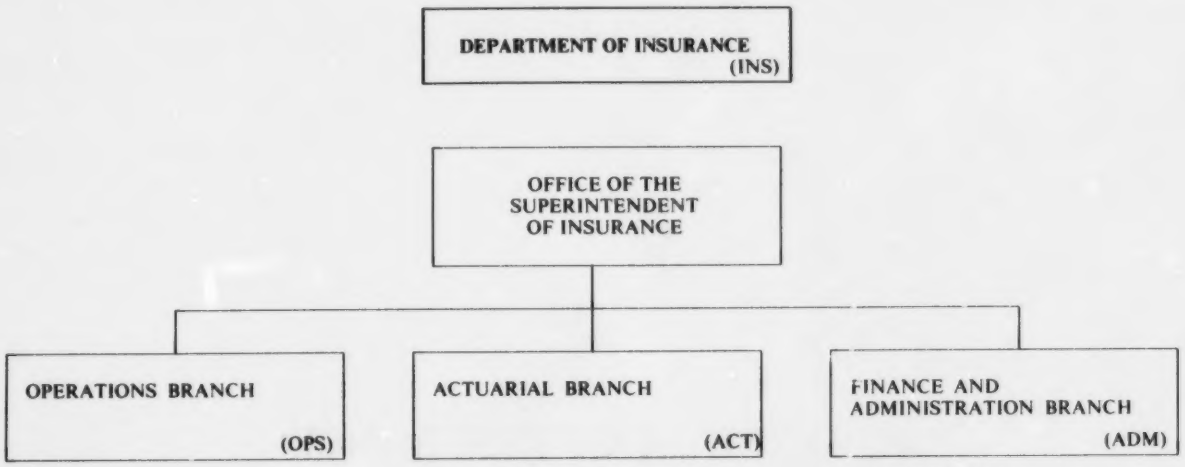
INA/ADM-385 *Formerly Identified as:* INA-1340
Management Practices
Description: Includes files and reports produced during projects to assess, develop or integrate management practices, processes and systems. *Topics:* Management practices; management processes; management systems.

INA/ADM-390 *Formerly Identified as:* INA-1360
Communications
Description: Public (including media), interprogram, interdepartmental, intergovernmental information and briefing materials; communications planning, evaluation, strategy development and programming. *Topics:* Communications plans, policies, studies, evaluation, programs, meetings and contracts; publications; government/departmental communications guidelines, services, requirements; special communications events; media evaluations; public, media and government requests for information; communications planning for Cabinet; information on departmental mandates, objectives, programs and activities.

DEPARTMENT OF INSURANCE

Chapter 51

DEPARTMENT OF INSURANCE



005 Financial Institutions
010 Pension Plans Subject to Pension Benefits Standards Act

015 Actuarial Services Provided to Other Departments — Government Insurance and Pension Plans
020 Actuarial Advice Provided to Revenue Canada — Employer-Sponsored Pension Plans
025 Actuarial Advice Provided to Revenue Canada — Maximum Tax Actuarial Reserves

030 Civil Service Insurance
035 Premium Tax

SENIOR ADMINISTRATIVE OFFICER
FINANCE AND ADMINISTRATION BRANCH
15TH FLOOR, EAST TOWER
L'ESPLANADE LAURIER
140 O'CONNOR STREET
OTTAWA, ONTARIO
K1A 0H2

DEPARTMENT OF INSURANCE

Overall Responsibilities

The Department is responsible for the supervision of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies, and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the *Pension Benefits Standards Act*. These are plans related to employment under federal jurisdiction, or to work, an undertaking, or business of a local or private nature in the Yukon Territory or the Northwest Territories.

The Department is responsible for the provision of extensive actuarial services in connection with the Canada Pension Plan. It is responsible for providing actuarial advice to Revenue Canada as required by Section 20(1)(s) of the *Income Tax Act* with respect to funding of actuarial deficiencies under pension plans approved for income tax purposes. It also provides actuarial advice to Revenue Canada with respect to maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. In addition, the Department provides services and advice concerning actuarial aspects of programs administered or proposed by other departments and in particular provides the extensive required actuarial services in connection with the valuation, administration and planning of all other government insurance and pension programs, except Unemployment Insurance and Government Annuities.

Laws and Regulations

The Department administers the following Acts:

- Canadian and British Insurance Companies Act
- Foreign Insurance Companies Act
- Trust Companies Act
- Loan Companies Act
- Co-operative Credit Associations Act
- Investment Companies Act
- Pension Benefits Standards Act
- Civil Service Insurance Act
- Part I, Excise Tax Act

Major Publications

Reports of the Superintendent of Insurance for Canada:

- Property and Casualty Insurance Companies
- Life Insurance Companies and Fraternal Benefit Societies
- Trust and Loan Companies
- Co-operative Credit Associations

Reports contain information on the financial condition and affairs of supervised companies. Reports are available in Canada through authorized bookstore agents of Supply and Services Canada and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Ottawa, Ontario, Canada, K1A 0S9.

Major Data Sources

The financial data, from which the information in the reports referred to above is prepared, is available to the public via computer media access.

Data on the results of at least the three most recent years of operation can be obtained either through the purchase of computer tapes or by the direct access of the data through the facilities of I.P. Sharp Associates Limited time-sharing system. The data bank is updated annually, about the middle of July, to include the results of operations for the year ending the previous December 31.

Further information may be obtained directly from I.P. Sharp Associates Limited. Enquiries should be directed either to

I.P. Sharp Associates Limited
Box 418, Exchange Tower
2 First Canadian Place
Toronto, Ontario
M5X 1E3
Telephone: (416) 364-5361

I.P. Sharp Associates Limited
Suite 600
265 Carling Avenue
Ottawa, Ontario
K1S 2E1
Telephone: (613) 236-9942

I.P. Sharp Associates Limited
Suite 1610
555 Dorchester Boulevard West
Montréal, Québec
H2Z 1B1
Telephone: (514) 866-4981

or to

Department of Insurance Canada
Ottawa, Ontario
K1A 0H2

Access Procedures

Enquiries concerning the administration of the *Access to Information Act* by the Department should be addressed to

Senior Administrative Officer
Finance and Administration Branch
15th Floor, East Tower
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0H2

Operations Branch

This activity involves the supervision of companies, including periodic on-site examination of books and records of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies and co-operative credit societies; as well as supervision of employer pension plans relative to employment under federal jurisdiction.

Examinations, other technical services and advice are provided to the Canada Deposit Insurance Corporation and, by agreement, similar service is provided to certain provincial jurisdictions concerning provincially incorporated companies. As part of the examination program, reviews are made of the corporate income tax returns of insurance companies, and reports are made to Revenue Canada on any significant findings.

Actuarial Branch

This branch provides actuarial services and advice to other government departments and performs extensive actuarial services in the valuation of government insurance and pension programs.

Finance and Administration Branch

This branch administers the *Civil Service Insurance Act* and Part I of the *Excise Tax Act*. Under the *Civil Service Insurance Act*, life insurance was made available by the government to public servants on

a voluntary basis until 1954. Current activities involve receipt of premiums on premium-paying policies; correspondence with policy holders regarding changes of beneficiary, mode of payment, etc; and processing of death claims and cash surrender values. Under Part I of the *Excise Tax Act*, a ten percent premium tax is imposed on certain insurance premiums paid to unauthorized insurers, and to authorized insurers through brokers outside Canada.

Classes of Records

INS/OPS-005 *Formerly Identified as:* INS-10
Financial Institutions
Description: Information on incorporation and registration, financial statements, financial analysis and examination of companies, exchanges of correspondence with companies and with provincial jurisdictions, complaints and enquiries, and related data banks and software. *Topics:* Insurance companies; fraternal benefit societies; trust companies; loan companies; investment companies; co-operative credit societies. *Retrievability:* Files arranged by company name. *Storage Media:* Paper and EDP systems.

INS/OPS-010 *Formerly Identified as:* INS-20
Pension Plans Subject to Pension Benefits Standards Act
Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, enquiries regarding plans, and related valuation data bank and software. *Topics:* Pension plans subject to *Pension Benefits Standards Act*. *Retrievability:* Files arranged by employer name. *Storage Media:* Paper and EDP systems.

INS/ACT-015 *Formerly Identified as:* INS-30
Actuarial Services Provided to Other Departments — Government Insurance and Pension Plans
Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. *Topics: Public Service Superannuation Act;* Public Service Superannuation Death Benefit; reciprocal transfer agreements; *Supplementary Retirement Benefit Act; Canadian Forces Superannuation Act;* regular forces death benefit; *RCMP Superannuation Act;* RCMP (dependants) pension fund; *Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Civil Service Insurance Act;* Halifax relief pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations. *Retrievability:* Files arranged by plan. *Storage Media:* Paper and EDP systems.

INS/ACT-020 *Formerly Identified as:* INS-40
Actuarial Advice Provided to Revenue Canada — Employer-Sponsored Pension Plans
Description: Records related to statutory actuarial advice given to Revenue Canada, under the *Income Tax Act* (Section 20(1)(s)) regarding employer past-service contributions to pension plans. *Topics:* Advice under the *Income Tax Act*. *Retrievability:* Plans are assigned a number on receipt from Revenue Canada, and filed numerically. *Storage Medium:* Paper.

INS/ACT-025 *Formerly Identified as:* INS-50
Actuarial Advice Provided to Revenue Canada — Maximum Tax Actuarial Reserves
Description: Records of actuarial advice given to Revenue Canada on maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. *Topics:* Maximum tax actuarial reserves. *Retrievability:* By company name. *Storage Medium:* Paper.

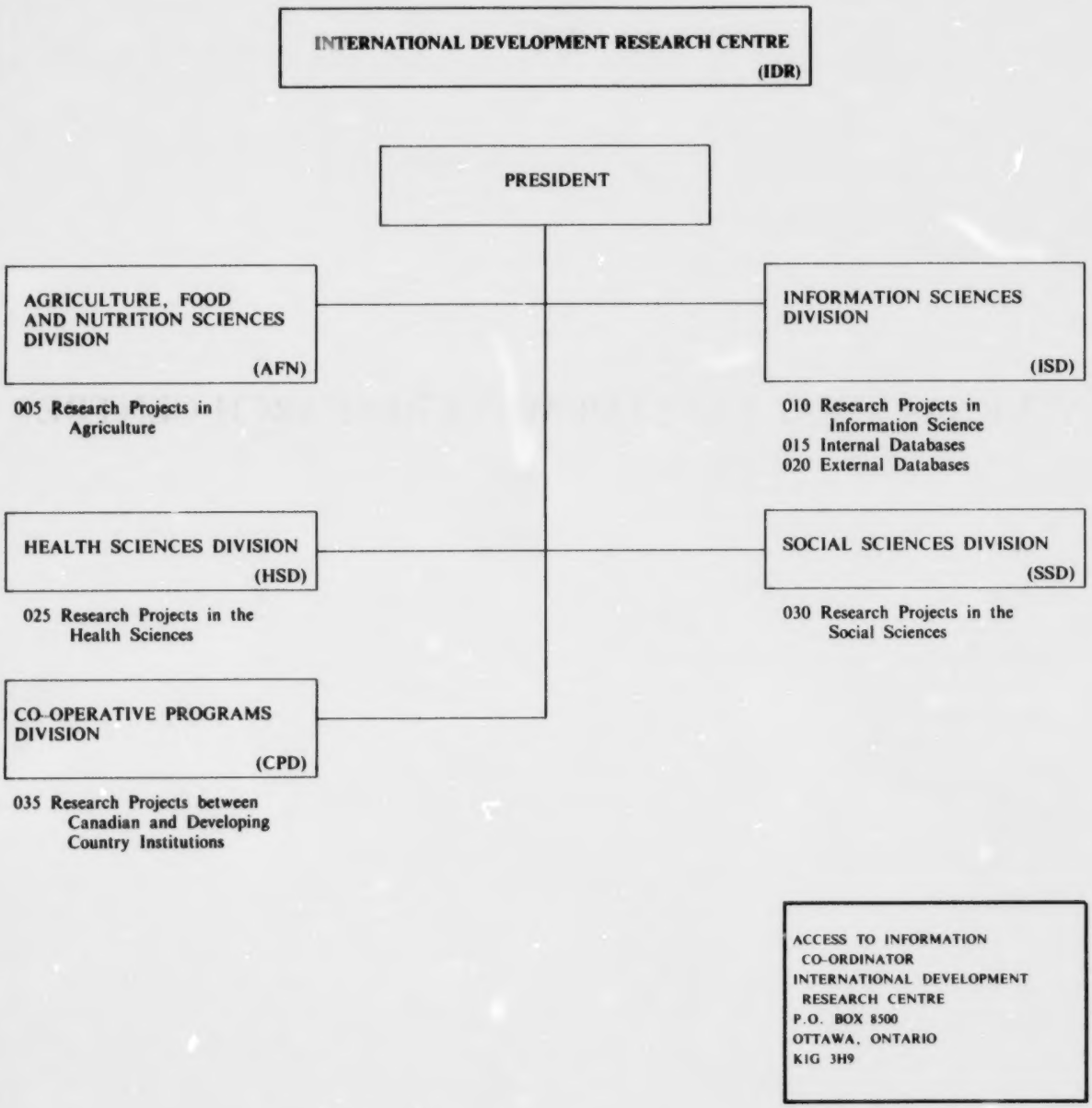
INS/ADM-030 *Formerly Identified as:* INS-60
Civil Service Insurance
Description: Records of holders of life insurance policies issued under the *Civil Service Insurance Act*. (Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954.) *Topics:* Policies in force; death claims; surrenders; and premium records. *Retrievability:* Policies in force filed by policy number with cross-reference alphabetical index; death claims and surrenders filed by death claim or surrender number and cross-referenced to policy number; and premium records filed by policy number. *Storage Media:* Paper; details of terminated policies stored on microfilm by policy number.

INS/ADM-035 *Formerly Identified as:* INS-70
Premium Tax
Description: Records on collection of ten percent premium tax imposed under the *Excise Tax Act* (Part I) on certain insurance premiums paid to authorized insurers through brokers outside Canada, or to unauthorized insurers for coverage on risks in Canada. *Topics:* Authorized insurers, brokers or agents, and insureds. *Retrievability:* Files arranged alphabetically; insured records — alphabetically by year. *Storage Medium:* Paper.

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Chapter 52

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE



ACCESS TO INFORMATION
CO-ORDINATOR
INTERNATIONAL DEVELOPMENT
RESEARCH CENTRE
P.O. BOX 8500
OTTAWA, ONTARIO
K1G 3H9

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Background

The International Development Research Centre (IDRC) was established by the Parliament of Canada in 1970 as an autonomous public corporation to stimulate and support research for the benefit of developing countries. Research supported by the Centre is directed at adapting and applying science and technology in fields that directly affect the day-to-day lives of people; for example, agriculture, nutrition, education, health services, the effect of technological change on traditional society, population, tropical diseases and water supplies.

The great majority of IDRC-supported projects are aimed at improving the quality of life in the rural areas of developing countries. Three-quarters of the people live in these areas, yet they are usually the last to benefit from the advances of science and technology. IDRC also supports programs that will help developing regions build both human and institutional capacity for bringing the methods of scientific enquiry to bear on the solution to their own problems.

Building a strong local base for future research is another important objective of most Centre-supported projects. Every effort is made to provide opportunities for both junior and senior researchers to broaden their experience through further specialized study or practical on-the-job training or both.

Laws and Regulations

- International Development Research Centre Act, 1970
- General Bylaw of the IDRC

Overall Responsibilities

The International Development Research Centre initiates, encourages, supports and conducts research into the problems of the developing regions of the world and into the means of applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions. Its research activities are carried out by five program divisions. A brief description of each division's area of concentration follows.

Organization

The IDRC's headquarters are in Ottawa, where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), Latin America (Bogota) and the Middle East (Cairo) link Ottawa with the researchers and policy makers of the developing countries, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

The IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the *International Development Research Centre Act*, the chairman, vice chairman, and nine other governors must be Canadian citizens; the other ten are non-Canadians. In 1984, six non-Canadian governors were from developing countries.

The president of the Centre holds the rank of deputy minister and is responsible to Parliament through the Minister designated for that purpose by the Governor-in-Council (currently the Secretary of State for External Affairs). He or she is assisted in the Centre's operations by a management committee composed of all officers appointed by the Board of Governors and a president's committee composed of the four vice-presidents.

Agriculture, Food and Nutrition Sciences Division

This division's emphasis is on crops, farming systems, and reforestation in arid and semi-arid lands. It also supports research on food crops that in the past have been neglected, such as root crops, food legumes, and oilseeds; agro-forestry, the combination of trees with food crops; multiple cropping systems; improvement of pasture lands; use of agricultural wastes and by-products in animal feed; fish farming and shellfish culture; post-production systems of protection, processing, and distribution of cereal grains, root crops, legumes, fish, fruits, and vegetables; and the needs of the rural family.

Information Sciences Division

This division co-operates with United Nations agencies to establish worldwide information systems (for agricultural sciences and population policy) and assist developing countries to participate in such systems. It also supports the creation of specialized information centres on subjects of interest for development (e.g., particular crops, irrigation technology and sanitation for rural areas); improvement of industrial extension services; development-related communications research; improvement of library services; and provides an internal library and computerized information service to IDRC and the Canadian development community.

Health Sciences Division

This division concentrates its support on five program areas: biological and environmental control of some major tropical diseases; techniques to improve water supply systems and sanitation in rural areas and peripheral urban squatter settlements; safer and more effective methods of fertility regulation; evaluation of the rural health care delivery system; and occupational health.

Social Sciences Division

This division concentrates on research to ease the process of modernization and change, especially in rural areas; formation of appropriate science and technology policies; investigation of the effectiveness of traditional and non-traditional education systems; studies of the determinants of population change and its effects on social and economic development; and research leading to more efficient management of development activities.

Co-operative Programs Division

This division was established in 1980 in response to the need for greater access to research expressed by the developing countries at the United Nations Conference on Science and Technology for Development. The main aim of this program is to promote collaboration between research groups in the developing countries and their counterparts in the Canadian scientific community, whether academic, governmental or private. By providing increased opportunities for developing country researchers to work with Canadian research institutions, the program will strengthen the scientific and technological capacity of the participating third world institutions. By establishing channels of communication among scientists, it is designed to improve the transfer of research results.

Communications Division

The Centre has always placed considerable importance on the publication and dissemination of research results. The Centre's Communications Division produces a wide range of technical and scientific materials for worldwide distribution, particularly in the developing countries. It also produces more general materials to inform the public about the work of the Centre. Catalogues of all current IDRC publications and films are available on request.

All of the activities of the IDRC are supported by the services of the Office of the Secretary and General Counsel, the Office of the Comptroller General and Treasurer, the Office of the Director of

Human Resources, and the Office of the Director of Planning and Evaluation.

General Information

The Public Affairs Unit of the Communications Division receives enquiries from the public for information about the IDRC and general development issues. The library and computerized information service respond to the more specific information needs of Centre staff and the larger Canadian development community. For general information, please contact

Public Affairs Unit
International Development Research Centre
60 Queen Street
P.O. Box 8500
Ottawa, Ontario
K1G 3H9
Telephone: (613) 236-6163
Telex: 053-3753

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
International Development Research Centre
60 Queen Street, 15th Floor
P.O. Box 8500
Ottawa, Ontario
K1G 3H9
Telephone: (613) 236-6163

Agriculture, Food and Nutrition Sciences Division

This division is responsible for encouraging and supporting research projects for the benefit of rural peoples in the third world. The semi-arid regions of the developing world are the principal concern of much of the division's research support. It has emphasized the importance of a systematic approach to research, and it stresses the need both to consult and co-operate with the people whom the research is intended to benefit.

Information Sciences Division

The main thrust of this division is to make grants for the establishment of better information systems, tools and services to meet the needs of scientists, technologists and officials in the developing countries. In its support for information projects in such fields as agriculture, health, population, education, and economic planning the division is closely involved in the work of the Centre's other four program divisions. In addition to its research program area the division also maintains the Centre's library, whose collection is available to the public; a MINISIS computer group; and a small micrographics unit.

Health Sciences Division

The overall goal of this division is to help the developing nations to provide a better standard of health for their people. It concentrates on areas where it is felt that project funds will provide the maximum impact and help stimulate local research capability. The division maintains worldwide links with other international agencies to ensure that its research results are shared. It also participates in major international research efforts with organizations such as the United Nations Development Program (UNDP), World Bank and World Health Organization (WHO).

Social Sciences Division

The Centre is fundamentally concerned with supporting research aimed at better meeting people's essential needs, particularly in the rural areas of developing countries. In the broadest terms, the role of this division is to help societies gain, through research, a deeper understanding of the processes of development and the effects of these processes on people and social institutions. As such understanding grows, problems and solutions can be more clearly identified, and effective policies formulated to contain them.

Co-operative Programs Division

The main concern of this division is the promotion of research collaboration between research groups in Canada and in the developing world. It offers support for co-operative research in any subject area whose importance to developing countries is established and in which Canadian expertise is recognized.

Classes of Records

IDR/AFN-005 *Formerly Identified as:* IDRC-10
Research Projects in Agriculture
Description: Information on development and support of agricultural research. *Topics:* Crop and animal production systems; fisheries; forestry; post-production systems; and agricultural economics.

IDR/ISD-010 *Formerly Identified as:* IDRC-20
Research Projects in Information Science
Description: Information on development and support of information systems. *Topics:* Science and technology information; socio-economic information; information tools and methods; co-operative programs; and information activities within the Centre.

IDR/ISD-015 *Formerly Identified as:* IDRC-30
Internal Databases
Description: Computerized bibliographic information on development issues, socioeconomic planning, the delivery of low-cost rural health care, and a record of all IDRC projects. *Topics:* BIBLIO (records of library holdings); DEVSIS (development sciences information system); SALUS (rural health care bibliography); PINS (project information system).

IDR/ISD-020 *Formerly Identified as:* IDRC-40
External Databases
Description: Information on external databases made available through the library. *Topics:* Computerized bibliographic databases created and maintained by the Food and Agricultural Organization (FAO), International Labour Office (ILO), UNESCO, United Nations Industrial Development Organization (UNIDO) or other international organizations.

IDR/HSD-025 *Formerly Identified as:* IDRC-50
Research Projects in the Health Sciences
Description: Information on development and support of health projects. *Topics:* Water supply and sanitation; maternal and child health; tropical and infectious diseases; and occupational health and environmental toxicology.

IDR/SSD-030 *Formerly Identified as:* IDRC-60
Research Projects in the Social Sciences
Description: Information on development and support of social science research. *Topics:* International, national and regional research institutions; science, technology and energy policy program; economic and rural development program; population and development research; urban policy; and education programs.

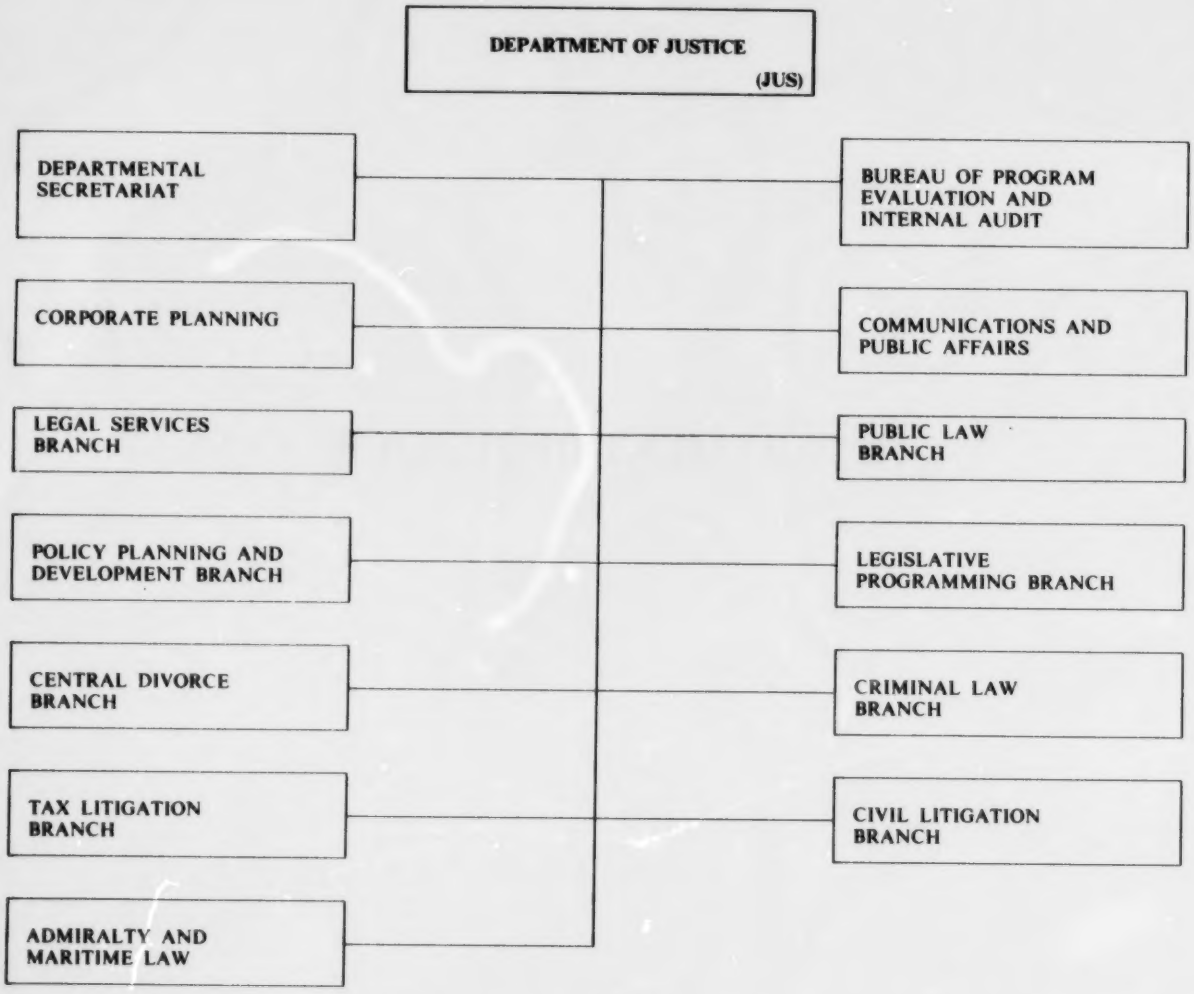
INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

IDR/CPD-035 *Formerly Identified as:* IDRC-70
Research Projects between Canadian and Developing Country Institutions
Description: Information on development and support of collaborative research. *Topics:* Research funding; scientific exchanges; institutional links; international relations.

DEPARTMENT OF JUSTICE

Chapter 53

DEPARTMENT OF JUSTICE



CENTRALIZED CLASSES OF RECORDS

005 Prosecutions and Related Criminal Matters
010 Litigation
015 Legal Advice
020 Drafting
025 Property
030 Policy Development
035 Contributions and Grants
040 Divorce Statistics
045 Access Request Data

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF JUSTICE
ROOM 420, JUSTICE BUILDING
239 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0H8

Background

The Department of Justice was created by the *Department of Justice Act*, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged.

Overall Responsibilities

The work of the Department may be described as consisting of litigation, the provision of legal advice and opinions to the federal government of Canada on a wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares or reviews recommendations for reform of the law. To carry out these responsibilities, the Department uses federal statutes and regulations.

In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research, and to other law-related programs. A limited number of grants are made in connection with legal education, and cost-sharing agreements are entered into with provincial governments in connection with Compensation of Victims of Violent Crimes, Legal Aid in criminal cases, Unified Family Court pilot projects, and Native Courtworker Programs. The role of the Federal Department of Justice does not include the provision of legal services or advice to members of the public.

Regional Offices

The headquarters of the Department is located in Ottawa. There are ten regional offices, in Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montréal, Halifax, Charlottetown, Yellowknife and Whitehorse.

Laws and Regulations

As the Department of Justice provides legal services to all departments of the federal government, it is necessarily concerned, from time to time, with all federal and provincial statutes. Specifically, the Department administers, in whole or in part, the following statutes:

- Access to Information Act (SC 1980-81-82-83 c.111 'Schedule I')
- Annulment of Marriages (Ontario) Act (RSC 1970 c.A-14)
- Anti-Inflation Act (SC 1974-75-76 c.75)
- Bills of Lading Act (RSC 1970 c.B-6)
- Canada Evidence Act (RSC 1970 c.E-10)
- Canada Prize Act (RSC 1970 c.P-24)
- Canadian Bill of Rights (SC 1960 c.44)
- Canadian Human Rights Act (SC 1976-77 c.33)
- Criminal Code (RSC 1970 c.C-34)
- Crown Liability Act (RSC 1970 c.C-38)
- Department of Justice Act (RSC 1970 c.J-2)
- Divorce Act (RSC 1970 c.D-8)
- Escheats Act (RSC 1970 c.E-7)
- Extradition Act (RSC 1970 c.E-21)
- Federal Court Act (RSC 1970 '2nd Suppl.' c.10)
- Food and Drugs Act (RSC 1970 c.F-27)
- Foreign Enlistment Act (RSC 1970 c.F-29)
- Fugitive Offenders Act (RSC 1970 c.F-32)
- Garnishment, Attachment and Pension Diversion Act (SC 1980-81-82-83 c.100)
- Identification of Criminals Act (RSC 1970 c.I-1)
- Interpretation Act (RSC 1970 c.I-23)
- Judges Act (RSC 1970 c.J-1)
- Law Reform Commission Act (RSC 1970 '1st Suppl.' c.23)
- Lord's Day Act (RSC 1970 c.L-13)
- Marriage Act (RSC 1970 c.M-5)
- Narcotic Control Act (RSC 1970 c.N-1)
- Official Secrets Act (RSC 1970 c.O-3)
- Permanent Court of International Justice Act (SC 1921 c.46)
- Postal Services Interruption Relief Act (RSC 1970 c.P-15)
- Privacy Act (SC 1980-81-82-83 c.111 'Schedule II')
- State Immunity Act (SC 1980-81-82-83 c.95)
- Statute Revision Act (SC 1974-75-76 c.20)
- Statutory Instruments Act (SC 1970-71-72 c.38)
- Supreme Court Act (RSC 1970 c.S-19)
- Tax Court of Canada Act (SC 1980-81-82-83 c.158)
- Tobacco Restraint Act (RSC 1970 c.T-9)
- War Measures Act (RSC 1970 c.W-2)

Access Procedures

All requests for access to Department of Justice records should be addressed to

Departmental Access Co-ordinator
Department of Justice Canada
Room 420, Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
Telephone: (613) 992-6404

Departmental Secretariat

The secretariat provides essential support services to the deputy minister, ensures appropriate communication and liaison on policy and operational issues among the deputy minister, the Minister and the Department, co-ordinates the Department's involvement with the various Cabinet and Parliamentary processes, and is responsible for the development and assembling of departmental statements of policy and procedures.

Bureau of Program Evaluation and Internal Audit

This bureau undertakes evaluation and audit studies of the full range of departmental operations, ensuring their continued relevance and positive impact on society, and examines methods of improving operational performance and the adequacy of controls to ensure the appropriate expenditure of public funds.

Corporate Planning

This section is responsible for the development, implementation and operation of a corporate management system for the Department, as well as the co-ordination of a management information system.

Communications and Public Affairs

This section plans, develops and implements the Department's communications policy, supports and assists in the development of communications goals and objectives; and manages and co-ordinates

programs and activities relating to public information and public affairs.

Legal Services Branch

In the National Capital Region, legal service units of the federal Department of Justice exist within the organization and on the premises of most government departments or portions of the public service. These units provide legal services to those departments and agencies. In addition, the following sections form part of the departmental Legal Services Branch:

Property Law Section

This section provides specialized legal advice on property matters, including the purchase and expropriation of land on behalf of the Crown.

Commercial Law Section

This section provides a focus for commercial law activites within the Department, including the provision of expertise to departmental legal service units.

Information Law and Privacy Section

This section deals with a wide range of legal issues relating to information held by the government and is a centre of expertise in respect of access to information, privacy legislation and related areas.

Public Law Branch

Constitutional and International Law Section

This section advises the federal government on constitutional law matters and plays a vital role in the constitutional law process, as well as being active in public and private international law matters.

Advisory and Administrative Law Section

This section is concerned with areas of law relating to the machinery and operation of government and provides legal opinions requested by other departments and agencies of the federal government.

Human Rights Law Section

This section gives legal opinions on the interpretation and application of federal legislation having human rights implications, and reviews all federal laws, policies and practices to ensure compliance with the Canadian Charter of Rights and Freedoms.

Policy Planning and Development Branch

Policy Planning and Criminal Law Amendments Section

This section identifies and analyses emerging legal issues of national significance and develops policies designed to address these issues. It reviews recommendations of the Law Reform Commission, and also proposes amendments to specific federal statutes.

Programs and Law Information Development Section

This section is responsible for implementing the Department's policy objectives through programs and other initiatives.

Research and Statistics Section

This section is responsible for defining, undertaking, and overseeing the conduct of all policy-related socio-legal research on behalf of the Department. It also monitors and assesses programs in the justice area.

Legislative Programming Branch

Legislation Section

This section is responsible for the drafting of all government legislation; examines proposed legislation as required under the *Canadian Bill of Rights;* oversees the printing of the sessional volume of statutes, Part III of the Canada Gazette and prepares the Tables of Public Statutes.

Privy Council Office Legal Section

This section functions in regard to the Legislative Programming Branch's responsibilities under the *Statutory Instruments Act.* Counsel in the section also serve as legal advisors to officers of the Privy Council Office and in particular to the Assistant Clerk of the House of Commons responsible for Orders-in-Council.

Statute Revision Commission

This section is engaged in the revision, consolidation and indexing of federal laws and regulations and prepares administrative consolidations of federal laws.

Central Divorce Registry

This registry, while a part of the Administration Branch, is the only element of that branch which does not provide direct support services to the rest of the Department. It administers a computerized register for all petitions for divorce filed in Canada, with the principal objective of ensuring that courts in different parts of the country are not dealing with the same matter concurrently.

The following units support the Attorney General function:

Criminal Law Branch

Criminal Prosecutions Section

This section is responsible for prosecution of infractions under federal statutes (other than the Criminal Code and the *Lord's Day Act,* over which the provincial Attorneys General exercise prosecutorial authority), and related matters including the implementation of Canada's obligations under the *Extradition Act* and the *Fugitive Offenders Act.* The section also reviews applications under the Criminal Code for the mercy of the Crown by or on behalf of persons who have been convicted in proceedings by indictment or who have been sentenced to preventive detention, and makes recommendations to the Minister as to their disposition.

Tax Litigation Branch

Tax Litigation Section

This section acts in all civil litigation involving tax matters; offers related legal advice to the government, particularly to the Department of National Revenue, and conducts all appeals arising under the *Income Tax Act.*

Civil Litigation Branch

Civil Litigation and Real Property Law (Québec) Section

This section handles litigation for or against the Crown arising out of the Province of Québec.

Civil Litigation (Common Law) Section

This section handles litigation for or against the Crown which arises everywhere in Canada except out of the province of Québec.

Admiralty and Maritime Law Branch

This branch is responsible for admiralty litigation, maritime legislation, maritime commercial law, marine casualty investigations and marine international law.

Classes of Records

The following categories of records are held at headquarters, regional offices and by legal services units of the Department and are not necessarily specific to any particular departmental branch.

JUS/JUS-005 *Formerly Identified as:* JUST-10
Prosecutions and Related Criminal Matters
Description: Information on prosecutions for infractions of federal statutes; prosecutions under the Criminal Code in the Yukon Territory and the Northwest Territories only; and extradition cases. It consists of briefs and pleadings at both trial and appeal stages, and includes information, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence. *Special Access Note:* For purposes of the *Access to Information Act*, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

JUS/JUS-010 *Formerly Identified as:* JUST-20
Litigation
Description: Pleadings, briefs, appeal books, transcripts and statements of evidence, writs, opinions and related correspondence on cases in which the Crown in right of Canada is a party, including cases of hearing before government boards and tribunals, involving all manner of civil causes of action. *Special Access Note:* For purposes of the *Access to Information Act*, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

JUS/JUS-015 *Formerly Identified as:* JUST-30
Legal Advice
Description: Formal opinions, by memoranda of law or letter, correspondence requesting legal opinions, and memoranda and correspondence providing legal advice to any department or agency of the Government of Canada.

JUS/JUS-020 *Formerly Identified as:* JUST-40
Drafting
Description: Instructions for legislation, including background papers and treatises; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. The information includes property and commercial documents, agreements of all kinds, waivers, licences and formal contracts.

JUS/JUS-025 *Formerly Identified as:* JUST-50
Property
Description: Legal instruments related to the acquisition of real property by purchase or expropriation, and the disposition of real property by letters patent. The documents include various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda.

JUS/JUS-030 *Formerly Identified as:* JUST-60
Policy Development
Description: Information on policy and policy development; includes extensive memoranda of law and fact, interdepartmental memoranda and correspondence, and evaluations of statistical studies and surveys in socio-legal matters.

JUS/JUS-035 *Formerly Identified as:* JUST-70
Contributions and Grants
Description: Memoranda and contribution agreements, financial documents and correspondence concerning monies voted by Parliament for contributions to provinces, individuals or organizations. Such grants and contributions have as their purpose the improvement of the administration of justice in Canada.

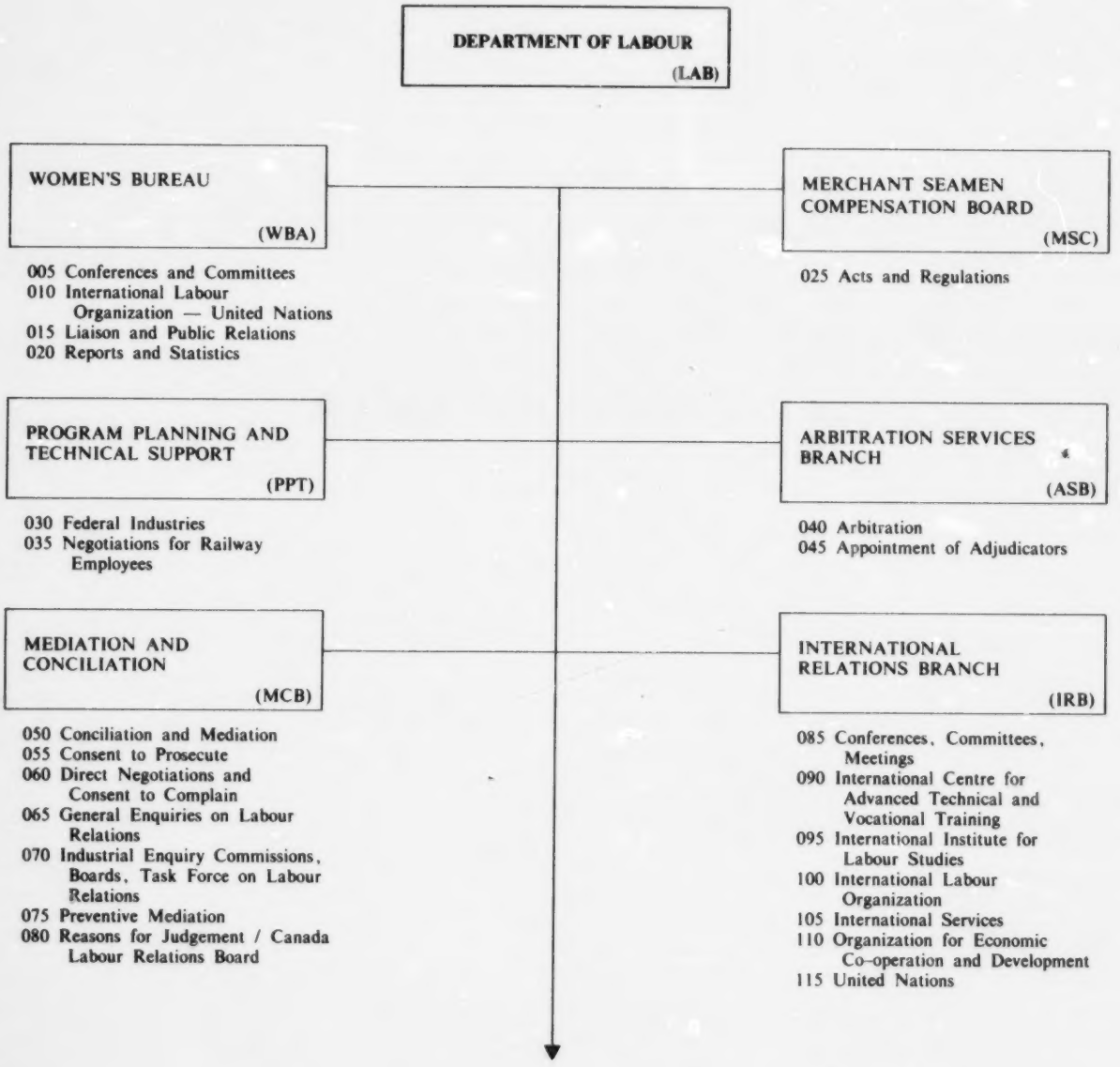
JUS/JUS-040 *Formerly Identified as:* JUST-80
Divorce Statistics
Description: Statistics on all divorce petitions filed in Canada since 1968.

JUS/JUS-045 *Formerly Identified as:* JUST-100
Access Request Data
Description: Information on access requests sent by individuals requesting access to departmental records under the *Access to Information Act*. It is used to report the number of access requests received. This statistical information is retained at headquarters in Ottawa for two calendar years.

DEPARTMENT OF LABOUR

Chapter 54

DEPARTMENT OF LABOUR


DEPARTMENT OF LABOUR
(LAB)
WOMEN'S BUREAU
(WBA)
005 Conferences and Committees
010 International Labour Organization — United Nations
015 Liaison and Public Relations
020 Reports and Statistics
PROGRAM PLANNING AND TECHNICAL SUPPORT
(PPT)
030 Federal Industries
035 Negotiations for Railway Employees
MEDIATION AND CONCILIATION
(MCB)
050 Conciliation and Mediation
055 Consent to Prosecute
060 Direct Negotiations and Consent to Complain
065 General Enquiries on Labour Relations
070 Industrial Enquiry Commissions, Boards, Task Force on Labour Relations
075 Preventive Mediation
080 Reasons for Judgement / Canada Labour Relations Board
MERCHANT SEAMEN COMPENSATION BOARD
(MSC)
025 Acts and Regulations
ARBITRATION SERVICES BRANCH
(ASB)
040 Arbitration
045 Appointment of Adjudicators
INTERNATIONAL RELATIONS BRANCH
(IRB)
085 Conferences, Committees, Meetings
090 International Centre for Advanced Technical and Vocational Training
095 International Institute for Labour Studies
100 International Labour Organization
105 International Services
110 Organization for Economic Co-operation and Development
115 United Nations

DEPARTMENT OF LABOUR

SOCIAL POLICY AND FEDERAL-PROVINCIAL RELATIONS (SPF)

120 Conferences and Meetings

INDUSTRIAL RELATIONS INFORMATION SERVICE (IRI)

145 Industrial Relations Information Services

EMPLOYMENT RELATIONS AND CONDITIONS OF WORK (ERC)

180 Acts, Regulations and Legislation
185 Complaints
190 Federal Contracts
195 Hours of Work
200 Enquiry Commissions
205 Labour Education Program
210 Layoffs and Terminations
215 Leave and Pay
220 Quality of Working Life
225 Wages

ECONOMIC AND INDUSTRIAL RELATIONS RESEARCH (EIR)

125 Economic Analysis
130 Grants
135 Pensions and Insurance Research
140 Labour Documentation

LABOUR DATA BRANCH (LDB)

150 Corporations and Labour Unions Returns Act (CALURA)
155 Collective Agreements
160 Collective Bargaining
165 Research
170 Strikes and Lock-outs and Labour Union Information
175 Wage Rates and Working Conditions

OCCUPATIONAL SAFETY AND HEALTH (OSH)

230 Accidents
235 Compensation
240 Laws and Regulations — Safety and Health
245 Research and Statistics
250 Safety and Health
255 CN Rail and CP Rail Safety and Health Committees

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
LABOUR CANADA
OTTAWA, ONTARIO
K1A 0J2

DEPARTMENT OF LABOUR

Background

The Department of Labour (Labour Canada) was established in 1900 under the *Conciliation Act*. It now operates under the *Department of Labour Act*. Since its inception, Labour Canada has been closely involved in many of the social and economic changes that shaped the first part of the twentieth century. It has seen the country emerge from a basically agricultural economy to an industrial nation of urban communities employing 94 per cent of the work force. The increasing complexities of labour markets during this time have resulted in substantial demands on governments in general, and labour ministries in particular.

Laws and Regulations

The Minister is responsible for:

- Canada Labour Code (R.S.C. 1970, C.L-1) - Part III (Labour Standards) - Part IV (Safety of Employees) - Part V (Industrial Relations)
- Department of Labour Act (R.S.C. 1970, C.L-2)
- Fair Wages and Hours of Labour Act (R.S.C. 1970, C.L-3)
- Government Employees Compensation Act (R.S.C. 1970, C.G-8)
- Merchant Seamen Compensation Act (R.S.C. 1970, C.M.-11) as amended by R.S.C. 1970, C.19 (2nd Suppl.)
- Labour Adjustment Benefits Act (S.C. 1980-81-82, C.89)

Overall Responsibilities

Legislation administered by the Department includes working conditions such as hours of work, minimum wages, annual vacations, holidays with pay, equal wages, unjust dismissal, group and individual terminations of employment, severance pay, the regulation of fair wages and hours of labour contracts made with the federal government for construction, remodelling, repair or demolition of any work; federal mediation and conciliation services; government employee and merchant seamen compensation; occupational safety and health; and labour adjustment assistance benefits for workers affected by redundancies and layoffs.

Departmental programs are designed to:

- improve worker safety, health and quality of working life in the work environment through enforcement of legislation coupled with research, investigation and advisory services;
- improve the collective bargaining system to maintain smooth, flexible and rapid expansion of this process by improvement of the Department's conciliation, mediation and arbitration services; and
- improve labour-management relations through education, information and consultation to foster trust and understanding in the work place, and replace conflict with co-operation as a means of resolving disputes.

Labour Canada concerns itself directly with employees, employers and unions in enterprises which are national, interprovincial or international in character. This jurisdiction covers interprovincial and international railways, highway transport, telephone, telegraph and cable systems, pipelines, canals, ferries, tunnels and bridges, shipping and shipping services; radio and television broadcasting, including cablevision; air transport and airports; banks; grain elevators, flour and feed mills, feed warehouses and grain seed cleaning plants; and certain Crown corporations.

Generally all other enterprises in the labour field fall within the jurisdiction of provincial or territorial governments.

Organization

The Minister of Labour heads the Department and is responsible to Parliament for all departmental policies and programs. The deputy minister supervises the day-to-day activities of the Department and reports directly to the Minister. All departmental managers report to the deputy minister.

The Merchant Seamen Compensation Board reports directly to the Minister of Labour, while the Canada Labour Relations Board and the Canadian Centre for Occupational Health and Safety report to Parliament through the Minister of Labour.

The federal Mediation and Conciliation Service program, headed by an associate deputy minister, and the Operations and Policy programs, headed by assistant deputy ministers, report directly to the deputy minister of Labour. Administrative Policy and Services, Personnel, and Women's Bureau programs are headed by directors-general and report directly to the deputy minister. In addition, the Communications Directorate and Legal Services (seconded from the Department of Justice) are headed by directors and report to the deputy minister.

Within these programs there are five regional and twenty-five district labour offices. (For more detailed information on these programs and branches, see later sections and classes of records.)

Key Contacts

Regional Offices

Atlantic Region

Regional Director
Labour Canada
P.O. Box 2967
Station "A"
Moncton, New Brunswick
E1C 8T8
Telephone: (506) 388-6648

St. Lawrence Region

Regional Director
Labour Canada
Guy Favreau Complex
200 Dorchester Blvd. West
Room 101
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-2808

Great Lakes Region

Regional Director
Labour Canada
Mezzanine, Suite 200
4900 Yonge Street
Willowdale, Ontario
M2N 6C3
Telephone: (416) 224-3820

Central Region

Regional Director
Labour Canada
Canadian Grain Commission Building
400 — 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Telephone: (204) 949-7226

Mountain Region
Regional Director
Labour Canada
750 Cambie Street
7th Floor
Vancouver, British Columbia
V6B 2P2
Telephone: (604) 666-2344

Library Services

The Departmental Library, with reading room facilities, may be reached as follows

Library
Phase II, Place du Portage
7th Floor
165 Hotel de Ville Street
Hull, Québec
Telephone: (819) 997-3540

Access Procedures

The departmental co-ordinator for the *Access to Information Act* and *Privacy Act* prepares and revises the departmental entry in the Access Register, determines exemptions and third party notification, responds to enquiries from the Information Commissioner, and appeals before the federal court. Enquiries on the administration of the *Access to Information Act* and *Privacy Act* should be addressed to

Office of the Co-ordinator
Access to Information and Privacy Acts
Labour Canada
Phase II
11 Place du Portage West, 10th Floor
165 Hotel de Ville St.
Hull, Québec
K1A 0J2
Telephone: (819)997-3908

Administrative Policy and Services

Administrative and Library Services supervises several divisions; library services, word processing, records and mail management, accommodation, materiel and property management services.

The Finance Branch handles accounting, allotment control, program forecasts, estimates and budgets.

The Data Processing Branch provides automated systems support for the Department's programs.

The Program Evaluation Branch is accountable for the effective management of the corporate program evaluation and internal audit activities to ensure the effectiveness and efficiency of the departmental programs and administrative systems through the implementation of departmental and Treasury Board policies.

The Planning Branch provides advisory and support services in the development and review of departmental strategic and operational plans and co-ordinates the implementation and operation of the government's Policy and Expenditure Management Systems (PEMS) in the Department.

Communications Directorate

This branch draws public attention to and encourages public support for the Department's programs and services. It is responsible for media relations, audio-visual services, editorial and creative writing services and publishing. It produces the Department's annual report and its newsletter.

Additional information may be obtained from the public relations office, (819) 997-2617.

Personnel

The Personnel Branch is responsible for the Department's personnel relations: human resources, classification, pay, staff relations and employee services. In addition it looks after the Department's official languages plan, language training and the equal opportunity programs.

Women's Bureau

The branch reviews legislation, programs and policies on the employment of women and recommends initiatives indicated by socio-economic developments which affect women in the workplace. It co-operates with federal, provincial and international agencies to improve the situation of women working for pay and conducts in-depth research on relevant current issues. The bureau is the focal point within and outside the Department for information concerning women in the labour force. Promotional activities are carried out to facilitate improvements, support and recognition of women's concerns in the world of paid work.

Merchant Seamen Compensation Board

The Board administers the *Merchant Seamen Compensation Act* which provides worker's compensation coverage for seamen who are employed on vessels registered in Canada and who are not covered by a provincial Workers' Compensation Act.

Program Planning and Technical Support

The branch carries out specialized research activities and projects pertinent to the resolution of labour management disputes and studies industrial relations implications of government policy initiatives. It provides operational research support to conciliation officers and mediators in the field and headquarters, and directly assists the associate deputy minister in the development of policies. In addition, it analyses developments and trends in industrial relations in Canada, the United States and other countries.

Arbitration Services

The branch processes arbitration requests to the Minister; supplies the Minister with names of independent arbitrators qualified to hear disputes and maintains an extensive, up-to-date nation-wide inventory of arbitrators; records and indexes all arbitrary awards and publishes summaries of more significant decisions in the publication: Arbitration Services Reporter; researches labour legislation, cases, policies and practices related to the grievance dispute settlement process in Canada.

Mediation and Conciliation

The branch provides neutral third-party assistance to labour and management to resolve disputes arising during the negotiation of collective agreements or during the term of an agreement by appointing Conciliation Officers, Conciliation Commissioners or Boards and Mediators under Part V of the Canada Labour Code (Industrial Relations). It also helps improve labour relations between specific parties through the practice of preventive mediation techniques and general labour relations climate through the appointment of Industrial Enquiry Commissions and Task Forces.

DEPARTMENT OF LABOUR

POLICY

International Relations Branch

The branch is responsible for the Department's international labour activities including those connected to the International Labour Organization (ILO) and other international bodies of which Canada is a member or in which it has strong interest. It also acts as an intelligence unit generating information and suggestions to appropriate centres in the Department; consults with the provinces on ILO questions; consults with labour and employee organizations on ILO matters; and maintains liaison with the Canada Branch of the ILO.

Social Policy and Federal-Provincial Relations

The branch works toward strengthening consultative efforts between levels of governments and developing new mechanisms, either on a bilateral or multinational basis, to assist in the resolution of problems between federal and provincial governments in the labour field. It also assesses various federal-provincial labour policy issues; arranges federal-provincial labour meetings; provides secretariat services to the Canadian Association of Administrators of Labour Legislation; and analyzes various government initiatives in the social policy field, identifying possible implications for the Department. The branch is involved in interdepartmental meetings on a subject matter basis; holds meetings of Social Development Deputy Ministers; and maintains liaison with Ministry of State for Social Development.

Economics and Industrial Relations Research

The branch provides analytical and advisory services in the area of general and labour economics to strengthen the Department's capacity to understand and predict the influences of economic factors and trends on departmental activities. The work includes research and analysis in wage determination, economic trends and prospects, socio-economic impact analyses of labour standards, minimum wage and structural issues such as productivity. This branch also has policy responsibility for the Labour Adjustment Benefits Program and Industrial and Labour Adjustment Program.

Industrial Relations Information Service

The services are responsible for encouraging and facilitating access to public information by those involved in the collective bargaining process.

Labour Data Branch

The branch collects, processes, publishes and disseminates data on current major collective bargaining settlements, the wage implications of settlements and various provisions in collective agreements; occupational wage rates and certain conditions of employment for most industries; work stoppages due to strikes and lock-outs; and information on labour organizations and union membership. The branch also maintains an extensive library of collective agreements from all jurisdictions in Canada and retains for public viewing copies of non-confidential labour union returns received under the *Corporations and Labour Unions Returns Act* (CALURA).

OPERATIONS

Employment Relations and Conditions of Work

The branch is concerned with the improvement of conditions of work in the federally regulated private sector and the industrial unrest in all of Canada, through changes in Part III (Labour Standards) and Part V (Industrial Relations) of the Canada Labour Code and the development of constructive labour management relations through the promotion of labour education and the quality of working life innovations.

Occupational Safety and Health

The branch develops policies and programs to promote safe and healthy working conditions through the application of Part IV of the Canada Labour Code (Safety of Employees). It also provides industrial safety and occupational engineering services and is responsible for policy on the administration of work injury compensation for federal employees and penitentiary inmates.

Classes of Records

LAB/WBA-005 *Formerly Identified as:* LAB-10
Conferences and Committees
Description: Information conferences and committees in which the Women's Bureau participates. *Topics:* Minutes; proceedings of conferences; committees; conventions; commissions; International Women's Year and meetings. *Retrievability:* Files arranged by subject.

LAB/WBA-010 *Formerly Identified as:* LAB-20
International Labour Organization — United Nations
Description: Information on the Women's Bureau involvement in the International Labour Organization (ILO), the Organization for Economic Co-operation and Development (OECD), and the United Nations, with regard to women in the labour force. *Topics:* ILO — general; Government of Canada (Article 22) to ILO; Eighth Conference of American States — Members of ILO; meetings of the deputy minister of Labour on ILO questions; ILO — meetings, conference sessions; United Nations — general; General Assembly of the United Nations (by session); International Committee on Human Rights; Economic and Social Council; Commission on Status of Women (by session, population, commission, conferences); and OECD (various committees). *Retrievability:* Files arranged by subject.

LAB/WBA-015 *Formerly Identified as:* LAB-30
Liaison and Public Relations
Description: Information on Women's Bureau liaison with other organizations on women in the labour force. *Topics:* Liaison with provinces, departments, countries, associations and organizations public relations — general; publications requested and received; suggestions and representations; complaints; and publicity. *Retrievability:* Files arranged by subject, province, department and country.

LAB/WBA-020 *Formerly Identified as:* LAB-40
Reports and Statistics
Description: Legislation, reports, studies, submissions and projects on women in the labour force. *Topics:* Canada Labour Code, Part I (Fair Employment Practices), now repealed; *Canadian Human Rights Act* (1978); Canada Labour Code, Part III (Labour Standards); *Fair Wages and Hours of Labour Act*; reports, studies, submissions and projects. *Retrievability:* Files arranged by subject.

LAB/MSC-025 *Formerly Identified as:* LAB-50
Acts and Regulations
Description: Information on compensation and coverage for federal employees who make claims as a result of an accident or work related injury. *Topics:* Amendments and regulations; reciprocal arrangements; security and insurance requirements; appointment of medical advisors. *Retrievability:* Files arranged by organization, association and company.

LAB/PPT-030 *Formerly Identified as:* LAB-80
Federal Industries
Description: Information on research into collective bargaining issues, developments and trends in industries under federal jurisdiction. *Topics:* Federal industries — general; boards, committees; projects; air and highway transport, railways, shipping; hotels; banks; Crown corporations; canals, ferries, tunnels, bridges; fishing industry; flour and feed; grain trade; mining; pipelines; radio and television, telephone, telegraph, cable system; longshoring; and construction. *Retrievability:* Files arranged by subject and industry.

LAB/PPT-035 *Formerly Identified as:* LAB-90
Negotiations for Railway Employees
Description: Information on research related to negotiations for railway employees. *Topics:* Railway negotiations — general; associated non-operating employees (Canadian National, Canadian Pacific and other shop craft employees); Canadian National, Canadian Pacific Railways — running trades. *Retrievability:* Files arranged by company.

LAB/ASB-040 *Formerly Identified as:* LAB-100
Arbitration
Description: Information on arbitration under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Arbitration — general; cases under Part V of the Canada Labour Code (Industrial Relations); studies and surveys; awards; inventory of curricula vitae of persons interested in acting as arbitrators. *Retrievability:* Files arranged by province, union and company.

LAB/ASB-045 *Formerly Identified as:* LAB-110
Appointment of Adjudicators
Description: Information on the appointments of adjudicators under the Canada Labour Code (Unjust Dismissal). *Topics:* Ministerial authorities to accept unjust dismissal complaints after 30 days: Section 61.5(2), Division V.7, Part III of the Canada Labour Code. *Retrievability:* Files arranged by individual and company.

LAB/MCB-050 *Formerly Identified as:* LAB-120
Conciliation and Mediation
Description: Information on requests for conciliation or mediation assistance under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Requests for conciliation; proceedings of conciliation officers; commissioners and mediators. *Retrievability:* Files arranged by union and company.

LAB/MCB-055 *Formerly Identified as:* LAB-130
Consent to Prosecute
Description: Information on consent to prosecute union members for violations under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Consents to prosecute; complaints and prosecutions. *Retrievability:* Files arranged by union, company, individual.

LAB/MCB-060 *Formerly Identified as:* LAB-140
Direct Negotiations and Consent to Complain
Description: Information on direct negotiations between parties to collective bargaining and requests for ministerial consent for complaints to the Canada Labour Relations Board alleging unfair labour practice. *Topics:* Notices to bargain; direct bargaining histories; requests for ministerial consent to complain to the Canada Labour Relations Board under Section 187(5) Part V of the Canada Labour Code (bargaining-related complaints). *Retrievability:* Files arranged by union, company.

LAB/MCB-065 *Formerly Identified as:* LAB-150
General Enquiries on Labour Relations
Description: Correspondence and general documentation on labour relations topics. *Topics:* Industrial labour conditions and labour relations — general; strikes and lock-outs; government departments and agencies; trade unions; individual unions; revitalization program railway passenger services (VIA Rail); air transport; banks; fishing; grain elevators; highway transport or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph system; construction; shipbuilding; pulp and paper; metal trades; petroleum products; musicians; textiles; fur industry; meat packing industry; safety, seniority, pensions, hours of work, wages, dismissal. *Retrievability:* Files arranged by industry, union and subject.

LAB/MCB-070 *Formerly Identified as:* LAB-160
Industrial Enquiry Commissions, Boards, Task Force on Labour Relations
Description: Information on Labour Relations — independent committees established to enquire into specific topics under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various industrial enquiry commissions and boards established under the Canda Labour Code (minutes, submissions, reports and recommendations). *Retrievability:* Files arranged by subject.

LAB/MCB-075 *Formerly Identified as:* LAB-170
Preventive Mediation
Description: Information on preventive mediation assignments of branch staff to assist parties in their labour relationships during closed period of their collective agreements. *Topics:* Preventive mediation cases. *Retrievability:* Files arranged by officer, company, union and problem.

LAB/MCB-080 *Formerly Identified as:* LAB-180
Reasons for Judgement/Canada Labour Relations Board
Description: Information of judgements made by Canada Labour Relations Board under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Reasons for judgement (CLRB) generally. *Retrievability:* Files arranged in Series 500.

LAB/IRB-085 *Formerly Identified as:* LAB-190
Conferences, Committees, Meetings
Description: Information on international conferences, committees and meetings in the labour field, including minutes and proceedings. *Topics:* Conferences — International Labour Organization annual conference, American, preparatory, regional, tripartite, international, Eighth Regional Conference of American States; committees — advisory, governing body, preparatory, joint, committee of experts, industrial; and meetings — joint, meeting of experts, international, technical tripartite and tripartite. *Retrievability:* Files arranged by conference, committee, meetings.

LAB/IRB-090 *Formerly Identified as:* LAB-200
International Centre for Advanced Technical and Vocational Training
Description: Information on the Department's international labour activities. *Topics:* Board meetings; information; bulletins; financial; Canadian membership on staff and advisory board; fellowhip training (individual trainees). *Retrievability:* Files arranged by individual, subject.

LAB/IRB-095 *Formerly Identified as:* LAB-210
International Institute for Labour Studies
Description: Information on the Department's international labour activities. *Topics:* Canadian fellowship program; financial; African regional seminar. *Retrievability:* Files arranged by subject.

LAB/IRB-100 *Formerly Identified as:* LAB-220
International Labour Organization
Description: Information on the Department's international labour activities involving the International Labour Organization (ILO). *Topics:* ILO — general; constitution; financial; publicity; reports; statistics; surveys; staffing; international movement of trainees;

governing body sessions; fiftieth anniversary celebrations — 1969; ILO publications; reports; and tables. *Retrievability:* Files arranged by subject and sessions.

LAB/IRB-105 *Formerly Identified as:* LAB-230
International Services
Description: Information on the Department's international labour activities; includes gathering of information. *Topics:* Sources of information by country, labour counsellors — United Kingdom, Belgium, United States; Canada-U.S. automotive agreements; training of workers in other countries. *Retrievability:* Files arranged by country.

LAB/IRB-110 *Formerly Identified as:* LAB-240
Organization for Economic Co-operation and Development
Description: Information on the Organization for Economic Co-operation and Development in which the Department has a strong interest; includes minutes and proceedings. *Topics:* Directorates; committees; working parties; committee of experts; seminars; conferences; commissions. *Retrievability:* Files arranged by session and subject.

LAB/IRB-115 *Formerly Identified as:* LAB-250
United Nations
Description: Information on labour activities at the United Nations. *Topics:* Financial, press releases; United Nations development programs; United Nations Economic and Social Council — commissions, specialized agencies, technical assistance board. *Retrievability:* Files arranged by subject.

LAB/SPF-120 *Formerly Identified as:* LAB-260
Conferences and Meetings
Description: Information on activities between federal and provincial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. *Topics:* Labour Minister's conferences; memberships; annual conference; meetings of the executives; Statistics and Research Standing Committee; Women in Employment Committee; Occupational Safety and Health Committee; Labour Relations Committee; Labour Standards Committee.

LAB/EIR-125 *Formerly Identified as:* LAB-300
Economic Analysis
Description: Information on statistical analysis of the labour force and economic conditions in industries. *Topics:* Statistical analysis of the labour market; cost of living; economic conditions and policy; wage analyses in different industries. *Retrievability:* Files arranged by subject and industry.

LAB/EIR-130 *Formerly Identified as:* LAB-310
Grants
Description: Information on financial assistance to individuals or groups of individuals for their studies in industrial relations in the labour field. *Topics:* University and departmental grants — policy, application for, and grants; by individual and associations. *Retrievability:* Files arranged by subject and individual.

LAB/EIR-135 *Formerly Identified as:* LAB-320
Pensions and Insurance Research
Description: Information on the Uniform Statistical Program, communications on federal jurisdiction pension plans and pension plan issues and legislation. *Topics:* Statistics on individual companies; pension submissions by companies and other parties; Acts and bills on pensions; and insurance plan legislation in Canada and other countries. *Retrievability:* Files arranged by industry, company, individual and country.

LAB/EIR-140 *Formerly Identified as:* LAB-400
Labour Documentation
Description: Information on labour statutes, bills, acts, regulations, publications, reports which facilitate labour research. *Topics:* Bills; Regulations; Revised Statutes and Gazettes for all jurisdictions in Canada; Canadian and American Labour Law Reports; publications on labour legislation; and special reports.

LAB/IRI-145 *Formerly Identified as:* LAB-330
Industrial Relations Information Services
Description: Information on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. *Topics:* Administration; public relations; data system; committees, boards, conferences, meetings, seminars; liaison and co-operation with provincial governments; management; organizations and associations; labour unions; federal departments and agencies; universities and institutions; regional and international offices. *Retrievability:* Files arranged by universities, associations, regional offices, labour unions, federal departments and agencies, conferences, meetings, seminars.

LAB/LDB-150 *Formerly Identified as:* LAB-340
Corporations and Labour Unions Returns Act (CALURA)
Description: Copies of the non-confidential part of labour unions returns for public viewing. *Topics:* General; names of union and organizations; names and addresses of unions; names of officers; number of members; names and addresses of employers with whom union has collective agreements. *Retrievability:* Files arranged by union name. *Special Access Note:* There is a nominal charge for public viewing.

LAB/LDB-155 *Formerly Identified as:* LAB-350
Collective Agreements
Description: All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 200 or more employees. *Storage Media:* Microfiche for older agreements, and computer tapes. *Retrievability:* Files arranged by employer, province, location, industry and union.

LAB/LDB-160 *Formerly Identified as:* LAB-360
Collective Bargaining
Description: Information on major collective agreement settlements, their wage changes and statistics. *Topics:* Collective bargaining settlements; wage changes from settlements; provisions in collective agreements (statistics). *Retrievability:* Files arranged by subject of agreement provisions. *Storage Media:* Computer and microfiche.

LAB/LDB-165 *Formerly Identified as:* LAB-370
Research
Description: Information on wage, operational and policy research for Labour Canada. *Topics:* Research — general; wage determination and changes; Labour Code; fair employment practices; labour standards — wages; working conditions; industrial relations — general; federal jurisdiction wage research by industry; working conditions; working standards survey; new initiatives — general; projects; directory of industrial relations — courses and questionnaires; union research activities questionnaire; behavioural research — general; and projects. *Retrievability:* Files arranged by subject.

LAB/LDB-170 *Formerly Identified as:* LAB-380
Strikes and Lock-outs and Labour Union Information
Description: Data on strikes, lock-outs, union membership, and directory information on labour organizations. *Topics:* Strikes and lock-outs; union membership; labour organization. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by subject.

LAB/LDB-175 *Formerly Identified as:* LAB-390
Wage Rates and Working Conditions
Description: Aggregate data on automated form from an annual survey of occupational wage rates, hours of work and certain working conditions in most establishments with 20 or more employees. *Topics:* Surveys — general; special requests for computer work; special surveys; elevator accidents; labour costs survey by industry; liaison and co-operation with provincial governments; outside surveys; working condition matters; annual survey; occupational wage rates; standard hours of work; vacations with pay; paid holidays; selected other benefits (periodic). *Retrievability:* Files arranged by topics, province, community and industry.

LAB/ERC-180 *Formerly Identified as:* LAB-410
Acts, Regulations and Legislation
Description: Information on representations, revision, development and amendments of Part III of the Canada Labour Code (Labour Standards), *Fair Wages and Hours of Labour Act* and the *Female Employees Equal Pay Act*. *Topics:* Labour Standards — general; representations (for or against) the Code; rules and regulations of the Code; revision, development and amendments to the Code; hours of work extension orders; interpretation coverage by industry; enquiries on the Code by industry; ministerial orders; enquiries outside the scope of the Canada Labour Code by province; posting of notice of the Code; studies, complaints, investigations, shared-cost program projects, and enquiries. *Retrievability:* Files arranged by industry, province and subject.

LAB/ERC-185 *Formerly Identified as:* LAB-420
Complaints
Description: Information on complaints, investigations and prosecutions under Part III of the Canada Labour Code (Labour Standards). *Topics:* Complaints; legal options; investigations; reports and prosecutions against individuals, groups and companies; inspection procedures. *Retrievability:* Files arranged alphabetically by individuals and companies. Files are located at regional offices.

LAB/ERC-190 *Formerly Identified as:* LAB-430
Federal Contracts
Description: Information on federal contracts by department or agency to individuals and companies. *Topics:* General policy; labour conditions by federal departments and agencies. *Retrievability:* Files arranged alphabetically by departments and agencies. Files located at regional offices.

LAB/ERC-195 *Formerly Identified as:* LAB-440
Hours of Work
Description: Information on hours of work, exemptions and related matters. *Topics:* Hours of work — general; policy; interpretations; application and reports; averaging; regulations; modification; studies, surveys; liaison — internal and provincial committees; individual industry exemptions. *Retrievability:* Files arranged by industry, province and country.

LAB/ERC-200 *Formerly Identified as:* LAB-450
Enquiry Commissions
Description: Information on enquiry commissions pertaining to Part III of the Canada Labour Code (Labour Standards). *Topics:* Enquiry commissions generally; by subject; by industry; by section of the Code. *Retrievability:* Files arranged by subject and by industry.

LAB/ERC-205 *Formerly Identified as:* LAB-460
Labour Education Program
Description: Information on financial assistance to unions, academic institutions, employee associations and individual union members for Labour Education purposes. *Topics:* Administration; finances; publicity; program evaluation; research and statistics; training, meetings; boards; committees; conferences and seminars; liaison and co-operation with regional offices, government departments and agencies, provincial governments and foreign countries; liaison with associations, organizations, federations of labour, academic institutions; and applications for financial assistance under the Labour Education Support Program. *Retrievability:* Files arranged by province project, region, department or agency, organization, association, union, academic institution and individual.

LAB/ERC-210 *Formerly Identified as:* LAB-470
Layoffs and Terminations
Description: Information on layoffs and terminations. *Topics:* Group and individual termination — general; interpretations; application policy; unjust dismissal, general and interpretations; redundancy and layoff program — general. *Retrievability:* Files arranged by industry and subject.

LAB/ERC-215 *Formerly Identified as:* LAB-480
Leave and Pay
Description: Information on general holidays, maternity, bereavement, sick leave, vacation with pay, severance and garnishment pay. *Topics:* Holidays — interpretations; substitution with or without collective agreement, by industry and federal departments; maternity leave, bereavement, and sick leave — interpretations by industry; vacations with pay — interpretation, waive vacation for year of employment, approving vacation for year of employment; severance pay — general; garnishment — interpretations and policy. *Retrievability:* Files arranged by industry and subject.

LAB/ERC-220 *Formerly Identified as:* LAB-490
Quality of Working Life
Description: Information on promotional, educational and related activities in support of improvements in the quality of working life. *Topics:* Administration; liaison with resource persons and consultants; universities; professional and trade associations; individual companies and employers; regional offices; labour organizations; foreign governments; federal departments and agencies; provincial governments; municipalities; foreign and international institutions; promotion and communications; training and development research; conferences and seminars. *Retrievability:* Files arranged by universities, associations, regional offices, labour offices, federal and provincial governments, conferences and projects.

LAB/ERC-225 *Formerly Identified as:* LAB-500
Wages
Description: Information on minimum wages on deferments, equal wages and payment of wages. *Topics:* Minimum wages — general, interpretations by industry, paid on a basis other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments — general; equal wages — general, interpretation by industry; payment of wages — general and interpretations. *Retrievability:* Files arranged by industry and subject.

LAB/OSH-230 *Formerly Identified as:* LAB-510
Accidents
Description: Information on the reporting and investigation of accidents and work related injuries; also complaints and enquiries by individuals and companies. *Topics:* Accidents — general reports of fatalities; accident reports; investigations, complaints and enquiries on personal injuries and fatalities. *Storage Medium:* Grain Elevator Accident Statistics (computer tape). *Retrievability:* Most files are located in regional offices by industry and company.

LAB/OSH-235 *Formerly Identified as:* LAB-520
Compensation
Description: Information on compensation legislation and coverage for federal employees and penitentiary inmates who make claims as a result of an accident or other work related injury. *Topics:* Terms and conditions to establish coverage; legislation; provincial arrangements;

special compensation arrangements for coverage of non-federal employees while on assignments with the Crown. *Retrievability:* Files arranged by departments and agencies, subjects and province.

LAB/OSH-240 *Formerly Identified as:* LAB-530
Laws and Regulations — Safety and Health
Description: Information on safety legislation, standards and regulations. *Topics:* Revisions, developments, amendments, interpretations and jurisdictional matters under Part IV of the Canada Labour Code (Safety of Employees); development of safety regulations; exemptions and approvals under the Regulations; federal and provincial legislation, standards and regulations. *Retrievability:* Files arranged by topic, province and country.

LAB/OSH-245 *Formerly Identified as:* LAB-540
Research and Statistics
Description: Information on bibliographic research, general surveys and statistics. *Topics:* Statistical committee, provincial statistics — Part IV of the Canada Labour Code (Safety of Employees); accidents — number and costs; and fatalities. *Storage Medium:* Elevator accident statistics on computer tape. *Retrievability:* Files arranged by subject and province.

LAB/OSH-250 *Formerly Identified as:* LAB-550
Safety and Health
Description: Information on safety and health surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety for workers. *Topics:* Occupational safety and health topics; enquiry commissions and boards; provincial inspection agreements; monitoring studies. *Retrievability:* Files arranged by subject and province.

LAB/OSH-255 *Formerly Identified as:* LAB-560
CN Rail and CP Rail Safety and Health Committees
Description: Information on safety and health committees as established under Part IV of the Canada Labour Code (Safety of Employees), Section 84.1 in both major railways. *Topics:* Committee minutes; guidelines; task force reports; and monitoring studies. *Retrievability:* Files arranged by railway, province, company and department.

Deleted Classes of Records

LAB-570 Administrative Records
LAB-580 Labour Adjustment Investigations Records

LAURENTIAN PILOTAGE AUTHORITY

Chapter 55

LAURENTIAN PILOTAGE AUTHORITY

LAURENTIAN PILOTAGE AUTHORITY
(LPA)

OPERATIONS BRANCH
(OPR)

005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
LAURENTIAN PILOTAGE AUTHORITY
1080 BEAVER HALL HILL
SUITE 1402
MONTREAL, QUEBEC
H2Z 1S8

LAURENTIAN PILOTAGE AUTHORITY

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council, and proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority is a Crown corporation established on June 30, 1971, and effective as of February 1, 1972. It is a Schedule C Corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Pilotage Act and Regulations

Overall Responsibilities

The objectives of the Authority are to establish, operate, maintain and administer, in the interests of safety, an efficient pilotage service within its geographical boundaries. It has jurisdiction in and around the Province of Québec, north of the northern entrance to the St. Lambert Lock, except for the waters of Chaleur Bay south of Cap d'Espoir.

Organization

The Authority's board of directors is appointed by the Governor-in-Council to a maximum of seven members. The chairman is the chief executive officer; the other permanent member is the vice-chairman.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Laurentian Pilotage Authority
1080 Beaver Hall Hill
Suite 1402
Montréal, Québec
H2Z 1S8
Telephone: (514)283-6320

Administration Branch

The function of this branch is to attend board meetings, keep minutes, and take care of files and records.

Operations Branch

The function of this branch is to provide pilotage services by assignment, and to dispatch qualified pilots to ships navigating within the Authority's region.

Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

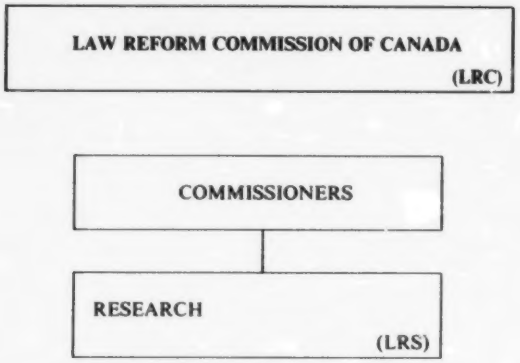
LPA/OPR-005 *Formerly Identified as:* LPA-10
Pilotage Services
Description: Information on the provision of pilotage services within the Laurentian region. *Topics:* Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs.

LPA/OPR-010 *Formerly Identified as:* LPA-20
Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region, as well as results of Canadian Transport Commission hearings.

LAW REFORM COMMISSION OF CANADA

Chapter 56

LAW REFORM COMMISSION OF CANADA



005 Law Reform
010 Administrative Law
015 Criminal Law
020 Criminal Law — Offences
025 Criminal Law — Procedures
030 Sentencing
035 Military Law
040 Evidence
045 Family Law
050 Expropriation
055 Commercial Law
060 Labour Law
065 Protection of Life

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
LAW REFORM COMMISSION
VARETTE BUILDING, ROOM 840A
130 ALBERT STREET
OTTAWA, ONTARIO
K1A 0L6

LAW REFORM COMMISSION OF CANADA

Background

The Law Reform Commission of Canada was established by an Act of Parliament which came into force on June 1, 1971. The original statute provided for a chairman, a vice-chairman, two other full-time commissioners and two part-time commissioners. A subsequent amendment in 1975 eliminated the part-time commissioners in favour of one more full-time commissioner. The present establishment of commissioners comprises five full-time members, one being the President, a title which superseded "Chairman", and one, vice-president.

Laws and Regulations

- Law Reform Commission Act

Overall Responsibilities

The objectives of the Commission are to study and keep under review, on a continuing and systematic basis, the statutes and other laws comprising the laws of Canada with a view to making recommendations for their improvement, modernization and reform, including, without limiting the generality of the foregoing: the removal of anachronisms and anomalies in the law; the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions; the elimination of obsolete laws; and the development of new approaches to, and new concepts of the law in keeping with, and responsive to, the changing needs of modern Canadian society and of individual members of that society.

Key Contacts

General Enquiries

The Secretary
Law Reform Commission of Canada
130 Albert Street, Varette Building
Ottawa, Ontario
K1A 0L6
Telephone: (613) 996-7844

Press Enquiries

Director of Information Services
Telephone: (613) 996-7851

Parliamentary Questions

Director of Operations
Telephone: (613) 996-7844

Publications Office

Telephone: (613) 996-7791

Major Publications

Working Papers

The Commission's working papers contain the results of its research in law on specific topics, together with its tentative recommendations for changes. Its final reports convey to Parliament the Commission's firm proposals for reform, with the reasons for arriving at those conclusions. In addition to these publications it publishes an annual report which contains a listing of all publications currently available. Commission publications are issued free of charge and may be obtained by visiting the Commission at its premises or by telephoning the publications office.

Study Papers

As an introduction to some study topics, the Commission has produced study papers which were given a restricted distribution, and some other research papers which were similarly limited in distribution. These are available at the Commission library.

Library

The Commission's library holds all of the Commission's research papers including those which have had a very limited distribution. It is a working legal library with a public reading room.

Regional Activities

The Commission maintains a small regional office in Montréal, largely devoted to liaison and research in the field of civil law. Records held there are part of the main filing system and are not necessarily complete in themselves.

Access Procedures

Formal request for access under the *Access to Information Act* should be directed to

Access to Information and Privacy Co-ordinator
Law Reform Commission
Varette Building, Room 840 A
130 Albert Street
Ottawa, Ontario
K1A 0L6
Telephone: (613) 996-7844

Classes of Records

LRC/LRS-005 *Formerly Identified as:* LRC-10
Law Reform
Description: Information on Law Reform Commission philosophy and the methodology of study and research in various areas of the law, general administration of research, visits, correspondence with Ministers, outside enquiries, and liaison with Canadian, foreign, and international organizations concerned with research in law. *Topics:* Law reform; court cases; Acts and legislation; federal Acts and legislation — suggestions and opinions; legal drafting; constitution; legal research — references and abbreviations; Community Law Reform Project (East York); law reform co-operation and liaison; federal electoral reform; library — law project; ongoing modernization of statutes; pilot projects; research studies; statistics; reports and returns; a system to classify, retrieve and monitor Law Reform Commission recommendations; law reform — suggestions and opinions; young offenders.

LRC/LRS-010 *Formerly Identified as:* LRC-20
Administrative Law
Description: Information on the study of the powers and procedures of federal agencies, and the use of sanctions to enforce compliance with regulations. *Topics:* Administrative law; administrative law appeal; Administrative Review Council; Federal Court; Judicial Review; Guidelines for Administration; federal agencies; freedom of information; Catalogue of Discretionary Powers in the Revised Statutes of Canada (R.S.C.) 1970; statutory powers of administrative authorities; Study Group of Administrative Tribunals; administrative appointments and procedures; administrative law — suggestions and opinions.

LRC/LRS-015 *Formerly Identified as:* LRC-30
Criminal Law
Description: Research into the structure and content of the Criminal Code, the role of legislation and the whole process of criminal law. *Topics:* Criminal law; aims and purpose of criminal law; criminal law — towards a codification; corporate criminal liabiltiy; equality before

the law — native people; poverty and criminal law; general principles and substantive offences; intoxication; mental elements of the offence; mental illness; mental disorder in the criminal process; criminal responsibility for group action; strict liability; criminal law — suggestions and opinions.

LRC/LRS-020 *Formerly Identified as:* LRC-40
Criminal Law — Offences
Description: The study of willful attempts to obstruct, pervert or defeat the course of justice. *Topics:* Conspiracy; contempt of court; dishonest acquisition of property; empirical event basis of criminal offences; empirical research on statement admissions and confessions; homicide; obscenity; pre-trial statements; protection of political institutions; sexual offences; dangerous sexual offenders; theft, fraud and related offences; criminal law offences — suggestions and opinions.

LRC/LRS-025 *Formerly Identified as:* LRC-50
Criminal Law — Procedures
Description: Research into procedures leading to the trial, and the trial process. *Topics:* Criminal law procedure; self-incrimination; assessors; bail reform legislation; charging process discretion; charging process — framing the charge; classification of offences and the jurisdiction of the courts; control of the process; costs in criminal cases; criminal records — maintenance and disclosure; extraordinary remedies; jury; jury — pattern instructions; jury study — surveys; evidence of identification; minor offences; plea bargaining; pre-sentence hearings; pre-trial discovery; pre-trial procedures; private prosecutions; retention of stolen goods as exhibits at trial; police powers — general, arrest, search and seizure; police interrogation procedures; criminal procedure — suggestions and opinions.

LRC/LRS-030 *Formerly Identified as:* LRC-60
Sentencing
Description: Studies of procedures surrounding sentencing. *Topics:* Sentencing and disposition; diversion; sentencing and disposition — empirical research; fines; deterrence; hospital orders; information use in sentencing; imprisonment; legal aspects of prison decision-making; magistrates' courts (Winnipeg Study); parole; prisoners' rights; probation; restitution; statistical data; sentencing and disposition — surveys, suggestions and opinions.

LRC/LRS-035 *Formerly Identified as:* LRC-70
Military Law
Description: Studies on the rules of evidence used in the Canadian Armed Forces.

LRC/LRS-040 *Formerly Identified as:* LRC-80
Evidence
Description: Studies on methods and procedures in presenting evidence to the court. *Topics:* Evidence; burden of proof and presumptions; character of witness and similar fact; children's evidence; compatibility of the accused and the admissibility of his statements; confessions; exclusion of illegally obtained evidence; expert witnesses and opinion evidence; authentication and identification; corroboration; hearsay; judicial notice; privileges; evidence witnesses — competency and compellability; evidence — suggestions and opinions.

LRC/LRS-045 *Formerly Identified as:* LRC-90
Family Law
Description: Studies of Parliament's legislative authority in marriage and divorce. *Topics:* Family law; children's legal representation; divorce; Family Court; Unified Family Courts; illegitimacy; maintenance orders; matrimonial property — common law, civil law; nullity of marriage; statistical data; family law — suggestions and opinions.

LRC/LRS-050 *Formerly Identified as:* LRC-100
Expropriation
Description: Information on the study of federal expropriation powers not in the *Expropriation Act*. *Topics:* Expropriation; communications with non-government agencies; communications with foreign governments and agencies; communications with provincial governments; communications with federal agencies and departments; injurious affections; public hearings; expropriation — suggestions and opinions.

LRC/LRS-055 *Formerly Identified as:* LRC-110
Commercial Law
Description: Research on the payment process, personal property security, corporate securities, and consumer protection. *Topics:* Commercial law; Canadian payment system; interest on judgment debts; commercial law — suggestions and opinions.

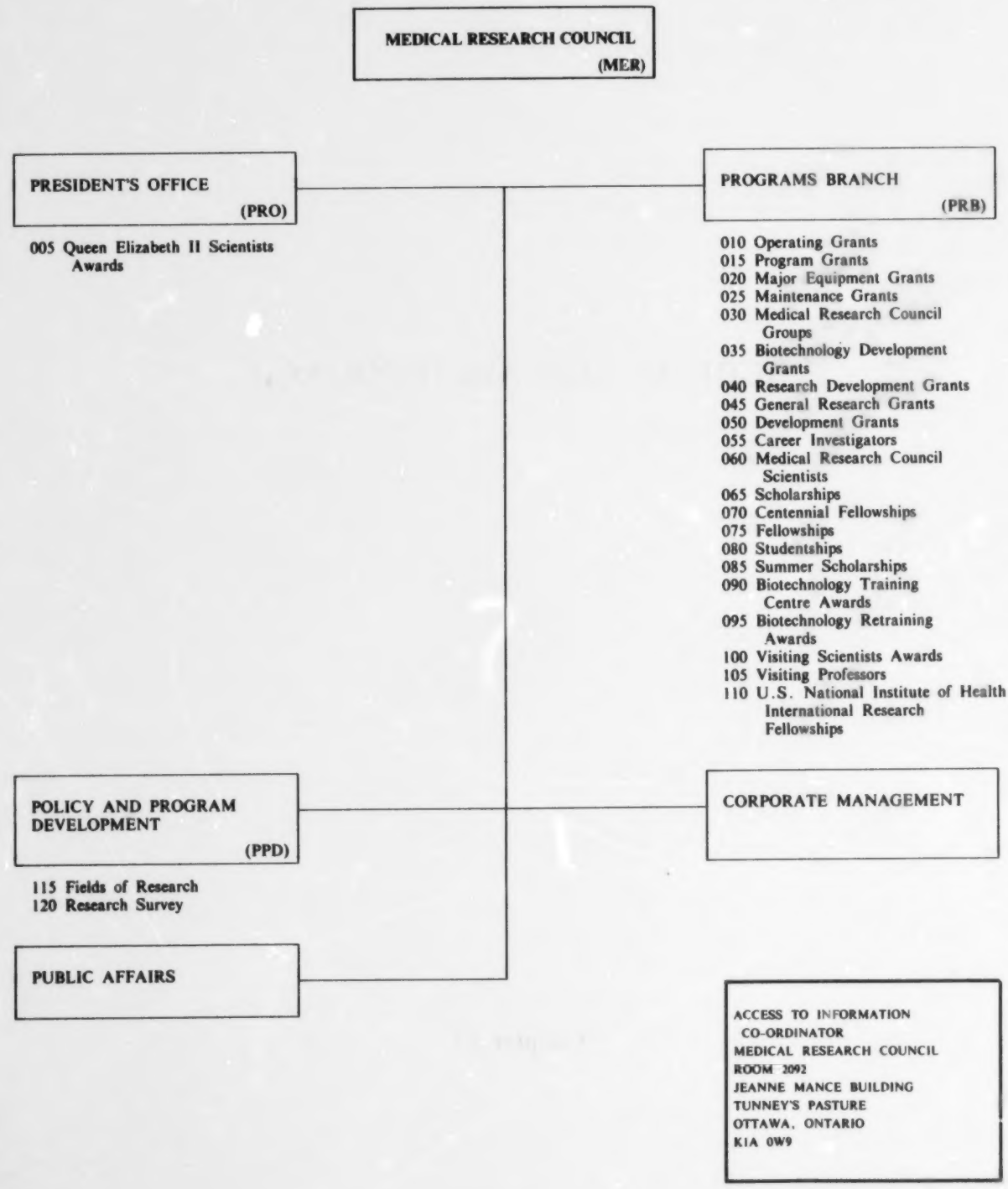
LRC/LRS-060 *Formerly Identified as:* LRC-120
Labour Law
Description: Research on the *Canada Corporations Act*, the *Income Tax Act*, and the Labour Code. *Topics:* Labour law; arbitration.

LRC/LRS-065 *Formerly Identified as:* LRC-130
Protection of Life
Description: Research on the role of the law in the whole area of life and death generally. *Topics:* Protection of life; consent; death and dying; environmental law; health care rights; human experimentation; mental health care; protection of the person in criminal law; protection of life — suggestions and opinions.

MEDICAL RESEARCH COUNCIL

Chapter 57

MEDICAL RESEARCH COUNCIL



MEDICAL RESEARCH COUNCIL

Background

The Medical Research Council is a Crown corporation which became a separate entity in 1969 after some ten years of functioning as a semi-autonomous component of the National Reseach Council. The Medical Research Council is accountable to Parliament through the Minister of National Health and Welfare.

Overall Responsibilities

According to the *Medical Research Council Act*, the Council's mandate is to promote and support health sciences research in Canada by funding research carried out primarily in faculties of medicine, dentistry, and pharmacy, as well as in affiliated institutions and hospitals. The Council has no laboratories of its own, believing that health sciences research is better carried out in proximity to these medical environments.

Organization

The Council is made up of a president, who is also the executive officer of the Council and whose rank is equivalent to a deputy minister, and 21 other members appointed by the Governor-in-Council, who perform their duties on a part-time and unpaid basis. Members are drawn primarily from the health professions, but the general public is also represented. Council meetings are held three times a year.

The Executive Committee, made up of seven Council members including the president, carries out executive powers and functions under delegation from the Council.

The Medical Research Council also has standing committees to assist it in formulating policies and procedures for planning and priorities, research funding, research personnel, and ethics in experimentation. There are, in addition, approximately 35 committees composed of scientists, to review funding applications and evaluate the scientific merit of projects submitted. Some 350 researchers provide part-time unpaid input into the activities of the standing and review committees and into such related activities as on-site visits.

A 54-member secretariat, made up of full-time employees located in Ottawa and under the direction of the president, provides general services to the Council, the Executive Committee, and all the other committees set up by the Council. This secretariat is subdivided into four organizational units: Programs Branch, Policy and Program Development, Corporate Management, and Public Affairs.

Key Contacts

General information on the Council is provided by the Public Affairs Branch in Ottawa. Contact may be made in person, by telephone, or by writing to the branch, at the following address

Director of Public Affairs
Medical Research Council
Room 2002, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Telephone: (613) 990-7687

Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Medical Research Council
Room 2092, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Telephone: (613) 990-7703

President's Office

The Medical Research Council is responsible for administering the Queen Elizabeth II Research Fund and for the initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health.

Queen Elizabeth II Canadian Research Fund

The Queen Elizabeth II Fund to Aid in Research on the Diseases of Children was established by Parliament to commemorate Her Majesty's visit to Canada in 1959. The fund, in an amount of $1 million, was created to provide financial support to individuals or organizations prepared to undertake or to carry on research into the causes, prevention or treatment of diseases of children.

The fund is administered by a board of trustees; the administrative services required are provided by the secretariat of the Medical Research Council.

Programs Branch

This branch manages all Medical Research Council grants, awards, and other programs in accordance with the peer review process, the policy and program framework, other policies and procedures approved by the Council and government policies and directives concerning financial, administrative, and personnel management.

Policy and Program Development Branch

This branch conducts ad hoc and continuing studies in order to provide the president and Council with the information necessary for policy considerations.

Classes of Records

MER/PRO-005 *Formerly Identified as:* MRC-230
Queen Elizabeth II Scientist Awards
Description: Awards designed to enable competent investigators to pursue a career in research on the diseases of children. Queen Elizabeth II Scientist Awards are tenable in Canadian universities or affiliated hospitals. *Topics:* Individual's application; committee decision; administration of the awards; general correspondence.

MER/PRB-010 *Formerly Identified as:* MRC-10
Operating Grants
Description: Information about operating grants to provide support for new or continuing research activities by individuals o small groups of investigators working in collaboration. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/PRB-015 *Formerly Identified as:* MRC-20
Program Grants
Description: Information about program grants to facilitate the further growth of team research in Canada. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MEDICAL RESEARCH COUNCIL

MER/PRB-020 *Formerly Identified as:* MRC-30
Major Equipment Grants
Description: Major equipment grants intended to provide for the purchase of single items of special research equipment costing $10,000 or more, or for the purchase of various items of equipment that cost more than $15,000 in total. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/PRB-025 *Formerly Identified as:* MRC-40
Maintenance Grants
Description: Maintenance grants made to cover the costs of maintaining facilities that are shared by groups of researchers within a department, faculty, university, or region. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

MER/PRB-030 *Formerly Identified as:* MRC-50
Medical Research Council Groups
Description: Medical Research Council groups provide full support for teams of accomplished investigators who wish to develop collaborative programs in what appear to be especially productive areas. The members of a group are expected to devote their entire research effort to the program of the group and to be freed of the ordinary responsibilities of a faculty member. *Topics:* Application of group director and colleagues; executive and Council decisions; administration of the group; general correspondence.

MER/PRB-035 *Formerly Identified as:* MRC-60
Biotechnology Development Grants
Description: Grants designed primarily to assist in the recruitment of new faculty members with a major interest in applying the recombinant DNA and related techniques to problems directly relevant to the health sciences. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

MER/PRB-040 *Formerly Identified as:* MRC-70
Research Development Grants
Description: Grants designed to help initiate new and focused research programs which have the potential for impact on treatment and diagnosis, and for which there are requirements that cannot readily be met through other programs. At present, perinatology research is the only subject to which this program applies. Grants are awarded only in situations where there appears to be a definite university intention to establish and maintain a new research program in the subject concerned. *Topics:* Applications; Council decision; administration of the grant; general correspondence.

MER/PRB-045 *Formerly Identified as:* MRC-80
General Research Grants
Description: Grants made each year to the dean of each school of medicine, dentistry, and pharmacy, to be used for the support of research at the discretion of the dean, except for the stipulation that they not be used for the payment of supplementation of salaries of academic personnel, construction costs or overhead expenses. *Topics:* Notification of the grant to the dean; financial statement; general correspondence.

MER/PRB-050 *Formerly Identified as:* MRC-90
Development Grants
Description: Grants designed primarily to assist in recruiting or establishing new faculty members who have the potential for major accomplishments in research. They are intended to provide an impetus for research in those schools of medicine, dentistry, and pharmacy where a more vigorous research program is considered by Council to be necessary to support professional education and health care. *Topics:* Applications of the principal investigator and colleagues; executive and Council decision; administration of grants; general correspondence.

MER/PRB-055 *Formerly Identified as:* MRC-100
Career Investigators
Description: Originally called the Associateship Program, the Career Investigators program was established in 1956 as a means of providing funds for salaries of a limited number of individuals of outstanding ability and training who made research a full-time career. No new appointments are being made by the Council. Career investigators appointed in 1975 and earlier will continue in their appointment, subject to the terms and conditions under which they accepted the award. *Topics:* Individual's career investigator application; committee decision; administration of the award; general correspondence.

MER/PRB-060 *Formerly Identified as:* MRC-110
Medical Research Council Scientists
Description: This program provides salary support for independent investigators of outstanding ability who have shown promise of becoming leaders in their respective fields. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-065 *Formerly Identified as:* MRC-120
Scholarships
Description: Scholarships provide salary support, for a period not exceeding five years, to a limited number of young health science investigators who show particular promise as independent researchers. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-070 *Formerly Identified as:* MRC-130
Centennial Fellowships
Description: Fellowships designed for outstanding young persons of distinguished academic standing who hold an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree and who wish to broaden their fields of interest and thus equip themselves for independent work in clinical investigation and interdisciplinary research in the health sciences. Awards are made for one to three years; no more than ten new awards are made in any year. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-075 *Formerly Identified as:* MRC-140
Fellowships
Description: Fellowships offered in competition to highly qualified candidates with an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree who wish to take full-time research training in the health sciences. Awards are tenable for a specific term to a maximum of three years and may be renewed under certain conditions. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-080 *Formerly Identified as:* MRC-150
Studentships
Description: Studentships provided in competition to highly qualified graduates with a B.Sc. degree who are undertaking full-time training in research leading to an M.Sc. or Ph.D. degree under the supervision of members of departments of schools of medicine, dentistry, or pharmacy, and under certain circumstances, schools of nursing or physical education. Awards are tenable for a specific term to a maximum of three years and may be renewed. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-085 *Formerly Identified as:* MRC-160
Summer Scholarships
Description: Scholarships made available to undergraduates in medicine, dentistry, and pharmacy who wish to gain research experience in a health science department during the summer months. Funds are provided to the dean of each faculty of medicine, dentistry, and pharmacy in accordance with a formula based on undergraduate enrolment. Recipients of the awards are selected locally. *Topics:* Deans' reports; general correspondence.

MER/PRB-090 *Formerly Identified as:* MRC-170
Biotechnology Training Centre Awards
Description: Awards to support opportunities for training students and post-doctoral fellows in the application of techniques of recombinant DNA and related methods, to a broad range of disciplines and problems. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

MER/PRB-095 *Formerly Identified as:* MRC-180
Biotechnology Retraining Awards
Description: Awards to enable established investigators to enhance their own research programs by the application of recombinant DNA strategies. These permit them to spend a year at another laboratory in Canada or abroad in order to gain experience with the relevant techniques. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

MER/PRB-100 *Formerly Identified as:* MRC-190
Visiting Scientists Awards
Description: Awards made in limited numbers each year to enable investigators to spend three to 12 months in laboratories other than their own. Proposals may be submitted by the deans of Canadian health science faculties on behalf of foreign scientists, or by Canadian investigators who wish to spend some time in another university in Canada or abroad in order to advance their research. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-105 *Formerly Identified as:* MRC-200
Visiting Professors
Description: Visiting professorships intended to encourage collaboration and exchange of information among scientists in Canadian universities. Awards are made to the universities on a formula basis, following submission of proposals by the deans of health science faculties. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/PRB-110 *Formerly Identified as:* MRC-240
U.S. National Institute of Health International Research Fellowships
Description: Initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health, for which the Council is responsible. *Topics:* Individual's application form; general correspondence.

MER/PPD-115 *Formerly Identified as:* MRC-210
Fields of Research
Description: Information on areas peripheral to medical research for which the Council has some responsibility. *Topics:* Research in the fields of dentistry; schools of pharmacy; psychology; occupational health and safety; gerontology; surgery and veterinary medicine; space research; mental research; general correspondence.

MER/PPD-120 *Formerly Identified as:* MRC-220
Research Survey
Description: Information on surveys established by the Council to gather general statistical data on selected aspects of the research community for use by the Council in determining the research requirements of the health science community across Canada. *Topics:* Graduate students; medical research support; research personnel; research trainees; research costs; health science research funding; academic degrees; fellowships and scholarships from other agencies; tropical and infectious diseases.

NATIONAL ARTS CENTRE CORPORATION

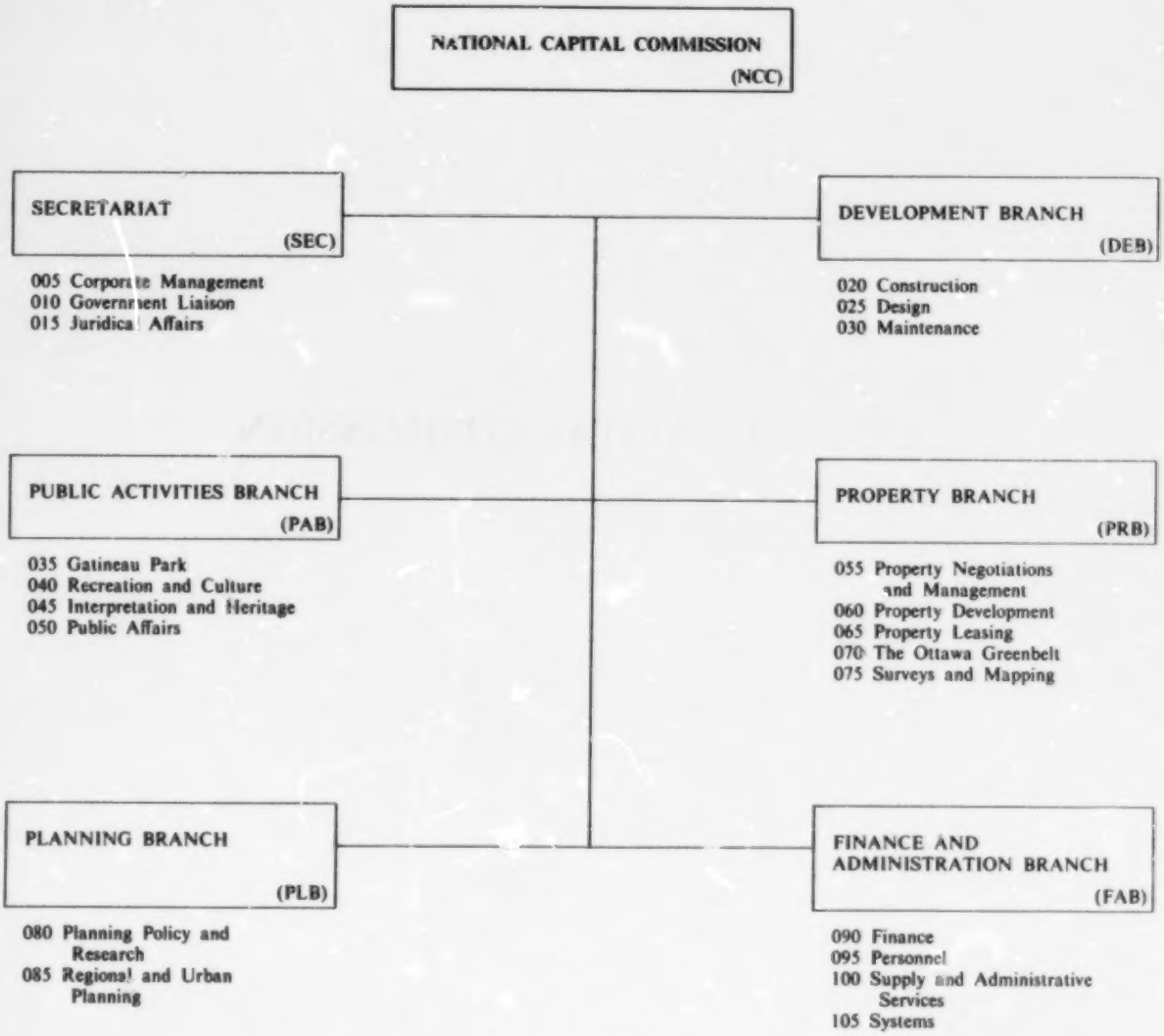
(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 58

NATIONAL CAPITAL COMMISSION

Chapter 59

NATIONAL CAPITAL COMMISSION



ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL CAPITAL COMMISSION
161 LAURIER AVENUE WEST
10TH FLOOR
OTTAWA, ONTARIO
K1P 6J6

NATIONAL CAPITAL COMMISSION

Background

The quality of the urban and regional setting of the nation's capital has been a continuing concern of the Government of Canada since Confederation. In 1899 specific provision was made for a government organization with the mandate to ensure that the capital could adequately fulfil its role as a major national symbol.

The Ottawa Improvement Commission (1899-1927) and the Federal District Commission (1927-58) were the first such agencies. Their most significant accomplishments were the development of the early stages of the National Capital Region's network of parks and parkways.

By the *National Capital Act* (1958), Parliament established the National Capital Commission (NCC) as a successor to the Federal District Commission to continue developing and improving the National Capital Region. The Region, with the cities of Ottawa and Hull at its centre, is now an area of 4,662 km² intersected by the Ottawa, Gatineau and Rideau rivers.

Laws and Regulations

- National Capital Act, 1958

Overall Responsibilities

The basic role of the Commission, as stated in the Act, is to prepare plans for and assist in the development, conservation and improvement of the National Capital Region in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance. This objective has been further defined by the Government to mean development of the Region so that it will be a fitting symbol of Canada's cultural and linguistic values, an efficient and aesthetically satisfying place in which to carry on the nation's business, and a model of urban planning and development that will benefit other parts of the country and be a source of pride for Canadians.

The National Capital Commission responds to this challenge by maintaining high standards in its traditional areas of activity. These areas include parks, parkways, urban infrastructure, planning, architectural and landscape design, and the management of lands and properties. It administers shared-cost programs with municipalities for roadways, bridges, buildings, parks and utilities. It also has innovative programming in areas of increasing importance such as public, cultural and recreational activities and services to visitors.

Organization

To ensure the national outlook of the NCC, the Act provides for twenty commissioners from across Canada who function as a Board of Directors and who must be appointed by Order-in-Council. The Commission is headed by a chairman who is also its chief executive officer, and with the assistance of a general manager, acts as head of the Commission staff.

The staff of the Commission is organized into six administrative elements, each headed by an Executive Director: a Secretariat, and five branches responsible for Planning, Property, Public Activities, Development, Finance and Administration. These branches are further organized into divisions, headed by directors, to administer the Commission's programs, projects and services. The Commission reports to Parliament through the Minister of Public Works.

General Information

The Commission has traditionally had an open-door policy in its extensive dealings with the public and will continue to provide all possible information on a routine basis. Much information on public, cultural and recreational activities such as guided tours, natural and historical interpretation, heritage and festivals is available through newspapers, periodicals, radio and television as well as posters, brochures and publications.

Informal requests for information may be addressed to

Information Services

Public Activities Branch
National Capital Commission
161 Laurier Avenue West
Ottawa, Ontario
K1P 6J6

Library

161 Laurier Avenue West
14th Floor
Ottawa, Ontario
Telephone: (613) 598-4924

Visitor Reception Centre

14 Metcalfe Street
Ottawa, Ontario
Telephone: (613) 992-5473

Centre d'acceuil touristique de Hull

Maison du Citoyen
25 Laurier Street
Hull, Québec
Telephone: (819) 994-6141

Information Kiosks (Summer)

Sparks Street Mall
Ottawa, Ontario

Place du Portage
Rue de l'hôtel de Ville
Hull, Québec

Access Procedures

Requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
National Capital Commission
161 Laurier Avenue West
10th Floor
Ottawa, Ontario
K1P 6J6
Telephone: (613) 996-5914

Secretariat

The Secretariat provides staff support to the Chairman and General Manager in carrying out their overall management responsibilities. It also provides legal services; carries out corporate planning activities; maintains liaison with other governments; provides administrative support to the Commission itself and its advisory committees; and initiates corporate policy.

Development Branch

This branch provides architectural, landscape architectural and engineering design services and administers related standards and specifications. It also administers construction projects; maintains federal government grounds and parks (except Gatineau Park) and Commission assets such as service buildings; co-ordinates NCC project design and technical liaison with other agencies; administers shared-cost programs with other levels of government; and maintains manpower and financial records, reviews and reports.

Manuals

- Internal manuals on Design, Signs, Fire, Safety and Maintenance
- Federal, Provincial and Municipal Codes and Bylaws
- Contract Regulations

Public Activities Branch

This branch develops, promotes and controls the use of NCC parks and open spaces for recreation, interpretation, conservation, cultural activities and special events. It also administers Gatineau Park; develops heritage activities; and implements the public relations program of the Commission to promote national understanding and awareness of the capital area to Canadians and other visitors.

Manuals

- NCC Traffic and Property Regulations
- Fish and Games Acts for Ontario and Québec
- Criminal Codes

Property Branch

This branch is responsible for the acquisition and disposal of real property to enable the Commission to carry out its mandate and achieve its programs. It also engages in leasing, property management, development and redevelopment of revenue-producing properties either on an interim or permanent basis. The branch manages properties throughout the National Capital Region, including the urban core, the Greenbelt and Gatineau Park. It carries out property planning functions and develops policies and strategies for real property acquisition, management and disposal. In addition, it administers the Commission's program of grants-in-lieu-of-taxes.

Manuals

- Property Branch Manual
- Traffic and Property Regulations
- Federal, Provincial and Municipal Codes and Bylaws
- Specifications and Standards
- Safety Manual

Planning Branch

This branch is responsible for planning policies and research on physical-spatial and socioeconomic issues within the National Capital Region; plans and guidelines for the development, conservation and improvement of the National Capital Region; and planning advice or assistance on long-term trends and prospects likely to have an impact on the National Capital Region.

Manuals

- Federal, Provincial and Municipal Codes and Bylaws

Finance and Administration Branch

This branch formulates and implements financial and administrative plans and policies and provides necessary services in support of the effective utilization of the Commission's human, financial and material resources.

Classes of Records

NCC/SEC-005 *Formerly Identified as:* NCC-10
Corporate Management
Description: Recommendations, decisions and policies of the Commission and information on the external aid program to promote bilingualism in the National Capital Region. *Topics:* Minutes of the Commission, its advisory committees and internal management meetings; appointments of commissioners and committee members; submissions to Treasury Board, the Governor-in-Council and Cabinet; corporate planning correspondence and legal agreements; grants and other assistance to municipalities, voluntary agencies and other organizations for purposes of translation, simultaneous interpretation and language training, and program evaluation. *Retrievability:* Files arranged by subject and organization. Minutes of the principal committees are arranged chronologically in bound volumes, several of which are in microform. *Storage Medium:* Executed legal agreements other than leases, easements and deeds are catalogued separately and microfilmed annually.

NCC/SEC-010 *Formerly Identified as:* NCC-20
Government Liaison
Description: Information on consultation, particularly at the policy development level, with other governments and organizations in the National Capital Region and with other federal departments and agencies. An example is the planning of the Ontario Provincial Court building on Cartier Square, Elgin Street, Ottawa, by the Commission, the municipal government of Ottawa, the Regional Municipality of Ottawa-Carleton, and the provincial government. *Topics:* Liaison for land and property transactions; liaison for construction and maintenance of buildings, grounds and structures; development of legal agreements. *Retrievability:* Files arranged by subject.

NCC/SEC-015 *Formerly Identified as:* NCC-30
Juridical Affairs
Description: Information on legal matters, particularly in litigation and property settlements. *Topics:* Legal aspects of land and property transactions; legal agreements; damage suits for and against the Commission; collection of accounts. *Retrievability:* Files arranged by subject. *Special Access Note:* Request for access to these files may be transferred to the Department of Justice.

NCC/DEB-020 *Formerly Identified as:* NCC-40
Construction
Description: Information on NCC construction projects; also monitoring of projects cost-shared as a result of agreements with other levels of government in the National Capital Region such as the Rideau Area Project in Ottawa and public utilities in Ontario and Québec. *Topics:* Bridges, such as the Macdonald-Cartier bridge across the Ottawa River linking Ontario and Québec; buildings and grounds, such as the Mile of History, Sussex Drive, Ottawa; fencing along roadways and property boundaries; public utilities such as the Lynwood collector sewer in Ontario and the sewage treatment plant in the Québec portion of the National Capital Region; roadways, including scenic parkways, transitways and highway development; contracts and agreements. *Retrievability:* Files arranged by subject and municipal address. *Storage Media:* Microform, plans and drawings.

NCC/DEB-025 *Formerly Identified as:* NCC-50
Design
Description: Information on the NCC design program and review of proposals for location, erection, alteration or extension of a building, structure or undertaking, including engineering works and landscape development on federal lands and properties in the National Capital Region. *Topics:* Architectural, landscape architectural and engineering design plans, proposals, studies, and contract and related documents; cost estimates for projects; standards and specifications. *Retrievability:* Files arranged by municipal address and property parcel number. *Storage Media:* Microform, plans and drawings.

NCC/DEB-030 *Formerly Identified as:* NCC-60
Maintenance
Description: Information on the maintenance of NCC facilities and service buildings; government grounds including Parliament Hill and Rideau Hall; roads and parks (except Gatineau Park); open spaces under NCC jurisdiction; and horticultural maintenance. *Topics:* Road

repairs, paving and striping; nursery operations; tree removal and planting; landscaping; park furniture and services; vehicle operations; snow removal; ice skating surfaces such as the Rideau Canal. *Retrievability:* Files arranged by subject and municipal address.

NCC/PAB-035 *Formerly Identified as:* NCC-70
Gatineau Park
Description: Information on the development of the Park, in accordance with the 1980 Gatineau Park Master Plan for a natural environment capable of sustaining a high quality of public use and promotion and maintenance of public recreational areas, facilities and programs. *Topics:* Conservation of natural features and wildlife; interpretation of natural and human history; recreation areas — beaches, camping, picnic grounds, sugar bush, trails and historical sites; maintenance — service buildings, grounds, roadways and utilities; public surveys; law enforcement and violation records. *Storage Media:* Microform, EDP, plans and drawings.

NCC/PAB-040 *Formerly Identified as:* NCC-80
Recreation and Culture
Description: Information on recreational and cultural activities, events and services for visitors and residents of the National Capital Region. *Topics:* Festivals — Winterlude, a celebration of Canadian winter; the Festival of Spring; and Canada Week; recreational facilities — garden plots, golf, skating, cycling, music-in-the-parks and the Astrolabe theatre; visual arts — sculptures, wall murals; permits and permission for cultural and private events in public spaces and for use of parkways.

NCC/PAB-045 *Formerly Identified as:* NCC-90
Interpretation and Heritage
Description: Information on interpretation, history, human and natural heritage activities; also events and services for visitors and residents informing them about the natural and human history of the National Capital Region. *Topics:* Interpretation centres and facilities; interpretation programs for the general public and groups; self-guided nature and human history trails; living history farm; restoration and preservation — historical sites, buildings, artifacts, exhibits and documents; ceremonies and celebrations such as the Rideau Canal's 150th anniversary and the Canada Canoe Festival. *Retrievability:* Files arranged by subject. *Special Access Note:* Heritage register catalogued separately by geocode number.

NCC/PAB-050 *Formerly Identified as:* NCC-100
Public Affairs
Description: Public information and services on the National Capital area for Canadians and foreign visitors. *Topics:* Guided bus and walking tours to points of interest in the National Capital Region; reservation service and itineraries for touring Parliament; Rideau Hall; the Royal Canadian Mint; museums and other points; accommodation in the NCC Hostel; Visitor Reception Centres and information kiosks; publicity programs; public enquiries; cross-Canada exhibits. *Retrievability:* Files arranged by subject. *Special Access Note:* The Telidon information system is provided at the Visitor Reception Centres, (see General Information). *Storage Medium:* Catalogue of photographs.

NCC/PRB-055 *Formerly Identified as:* NCC-110
Property Negotiations and Management
Description: Information on the acquisition, management and disposal of lands and properties to meet the direct accommodation of federal requirements, the provision of parks and open space, transportation rights-of-way and control and direction of urban development by the NCC. *Topics:* Negotiations and transactions for the acquisition of real properties — purchase, expropriation, transfer, exchange; disposal of real properties; documentation for the transfer of real property and the granting of easements, licences of occupation, encroachments, road widenings, road alignments and the settlement of claims; inspection and maintenance requisitions — construction, repair, alteration and maintenance of buildings and structures, including wells, septic systems, water and sewers; correspondence with lessees concerning tenant satisfaction and compliance with lease terms; Grants-in-lieu-of-taxes to municipalities. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Media:* Ongoing microfilming program and EDP (property system).

NCC/PRB-060 *Formerly Identified as:* NCC-120
Property Development
Description: Recommendations on the suitability or availability of NCC lands and properties for public, semi-public or private purposes; also information on municipal land use and zoning proposals affecting federal properties. *Topics:* Land-use inventories; review and comments on land-use requests for easements; licences of occupation and rights-of-way on federal properties; land use aspects of approved development master plans. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Medium:* Ongoing microfilming program.

NCC/PRB-065 *Formerly Identified as:* NCC-130
Property Leasing
Description: Information on negotiations and arrangements for the leasing of federal lands and properties for industrial, commercial, agricultural, recreational and residential purposes and promotion of entrepreneurial activities. *Topics:* Leasing of a wide variety of properties — heritage buildings, apartments, single-family homes, farms, offices, commercial establishments, institutional facilities and land for recreational and other purposes; proposals and assessments of prospective tenants; leases and covenants; inspection and maintenance; property tenant records and rental collection system. *Retrievability:* Files arranged by property parcel number. *Storage Medium:* Ongoing microfilming program.

NCC/PRB-070 *Formerly Identified as:* NCC-140
The Ottawa Greenbelt
Description: Information on the development and administration of the Greenbelt — an area designed to meet the growing open-space needs of residents and visitors to the National Capital Region — and the maintenance of the productive areas and conservation values. *Topics:* Implementation of master plan and protection of natural resources and man-made structures; conservation and recreation activities; forest management and agreements; negotiations and leasing of rural and farm properties; approvals and rejections of land-use requests. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Ongoing microfilming program, EDP (property systems), plans and drawings.

NCC/PRB-075 *Formerly Identified as:* NCC-150
Surveys and Mapping
Description: Information on the surveying and mapping program to support the Commission's property, engineering, landscaping, construction and legal activities. *Topics:* Topographical mapping and mapping contracts throughout the National Capital Region; land surveys for engineering, landscaping and construction works; legal surveys of NCC properties and legal descriptions of lands; current title records system; aerial photography. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Maps, plans and drawings, aerial and other photographs.

NCC/PLB-080 *Formerly Identified as:* NCC-160
Planning Policy and Research
Description: Planning policies and professional planning advice to National Capital Commission branches and other levels of government. *Topics:* Planning the use of federally owned lands; accommodation of commercial and institutional activities of the private sector and other levels of government; physical-spatial and socioeconomic studies; transitways and interprovincial transit assistance. *Retrievability:* Files arranged by subject. *Special Access*

Note: Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

NCC/PLB-085 *Formerly Identified as:* NCC-170

Regional and Urban Planning

Description: Information on project planning to promote integrated physical development of the Ontario and Québec portions of the National Capital Region. *Topics:* Urban development plans for federal properties in the core area such as the Canlands; detailed land-use plans for specific federal land holdings required for a project; proposals by others affecting the use, development and tenure of federal lands; planning studies and master plans. *Retrievability:* Files arranged by subject. *Special Access Note:* Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

NCC/FAB-090 *Formerly Identified as:* NO REFERENCE

Finance (New)

Description: Information on financial planning and control, financial services and financial management systems. *Topics:* Finance and accounts generally; agreements; allotments and transfers; banks and banking; expenditures; fees, funds and grants; taxes; travel allowances and expenses; accounts payable and receivable; budgets and estimates; and audit generally. *Retrievability:* Files arranged by subject. *Storage Media:* Microform and EDP.

NCC/FAB-095 *Formerly Identified as:* NO REFERENCE

Personnel (New)

Description: Information on personnel resources and career management. *Topics:* Classification of positions; employment and staffing; human resources; occupational health, safety and welfare; official languages; pension and insurance; salaries and wages; staff relations; training and development; and termination of employment. *Retrievability:* Files arranged by subject and position number.

NCC/FAB-100 *Formerly Identified as:* NO REFERENCE

Supply and Administrative Services (New)

Description: This class covers administrative services; material management; and contract administration. *Topics:* Administration, generally; accidents; accommodation; procurement; equipment and supplies; furniture and furnishings; office appliances; vehicles; standards and specifications. *Retrievability:* Files arranged by subjects and contract number.

NCC/FAB-105 *Formerly Identified as:* NO REFERENCE

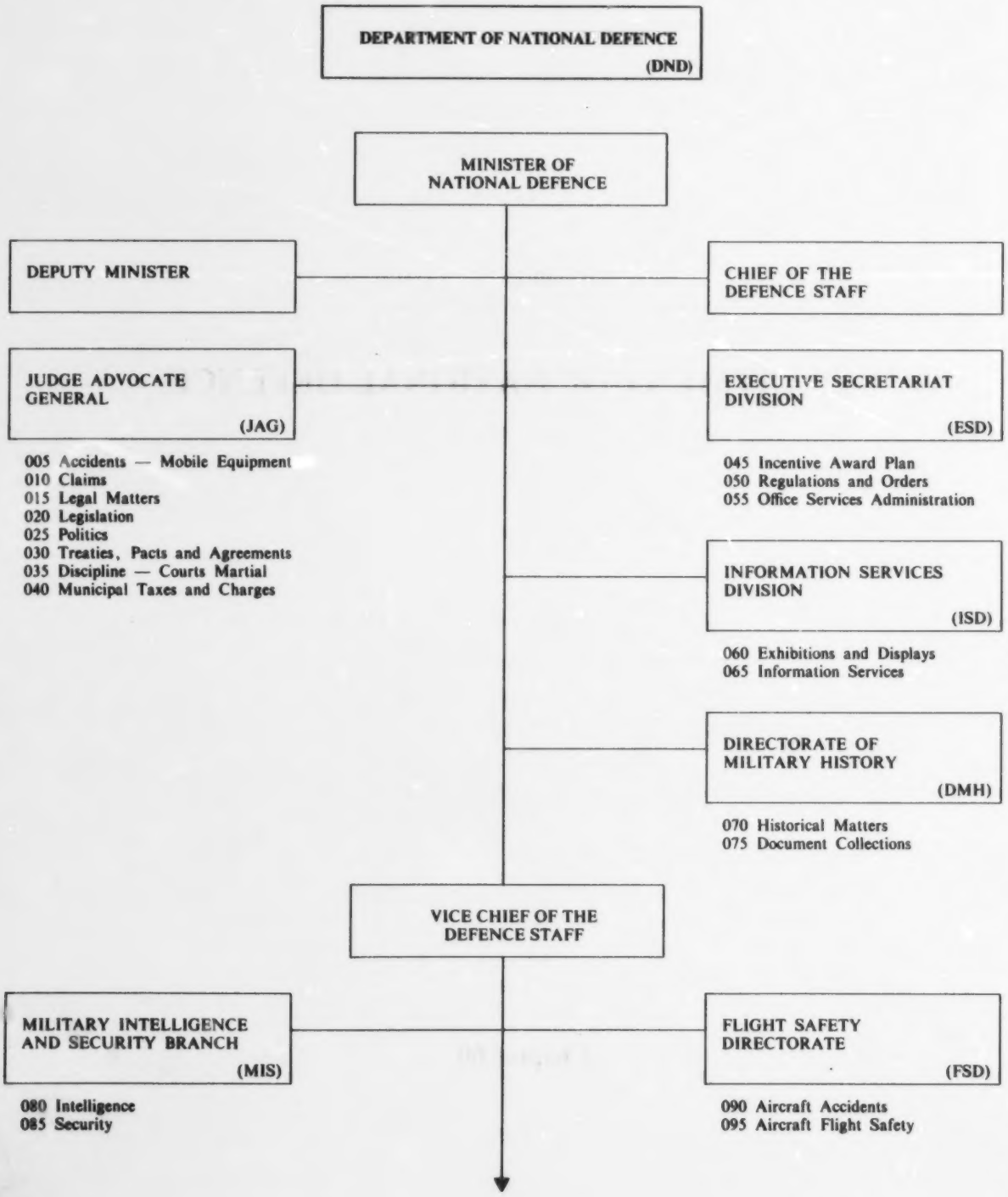
Systems (New)

Description: Information on management advisory services; management information systems; and data processing services. *Topics:* Computer equipment; system design; programming; data processing; information management; records management and mail room services; and telecommunications. *Retrievability:* Files arranged by subject. *Storage Media:* EDP and microfilm.

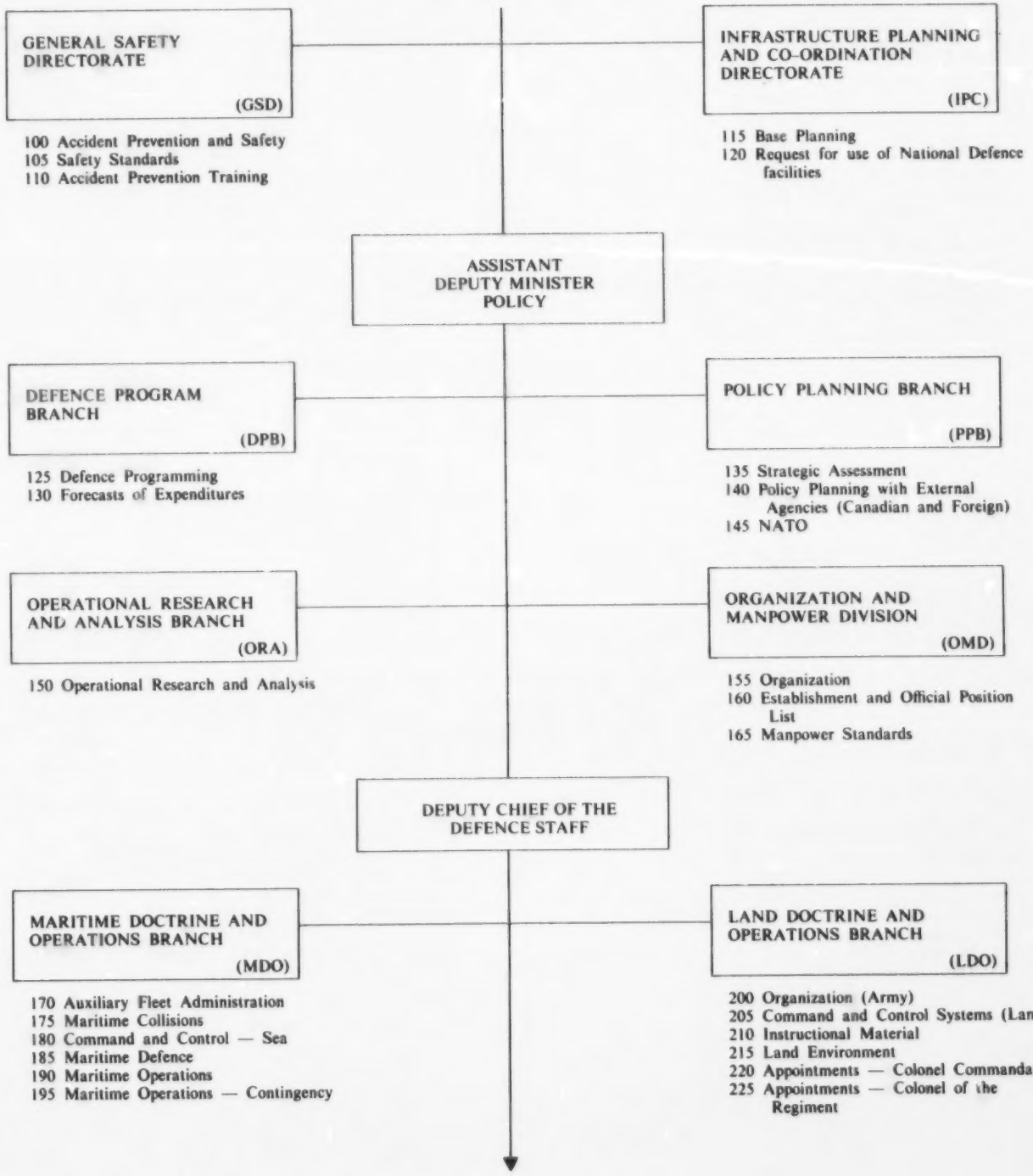
DEPARTMENT OF NATIONAL DEFENCE

Chapter 60

DEPARTMENT OF NATIONAL DEFENCE



DEPARTMENT OF NATIONAL DEFENCE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215 Land Environment
220 Appointments — Colonel Commandant
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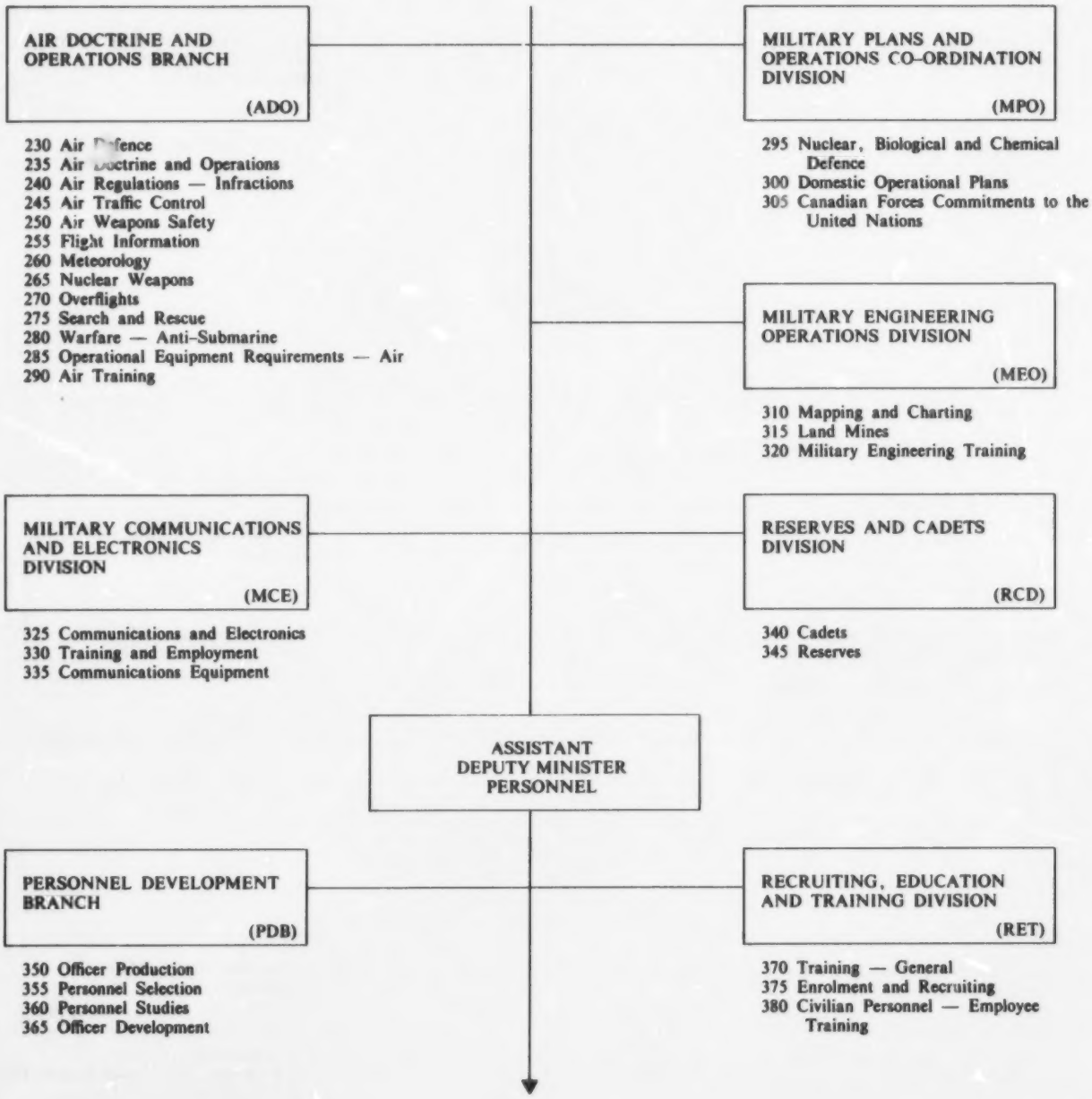
DEPARTMENT OF NATIONAL DEFENCE



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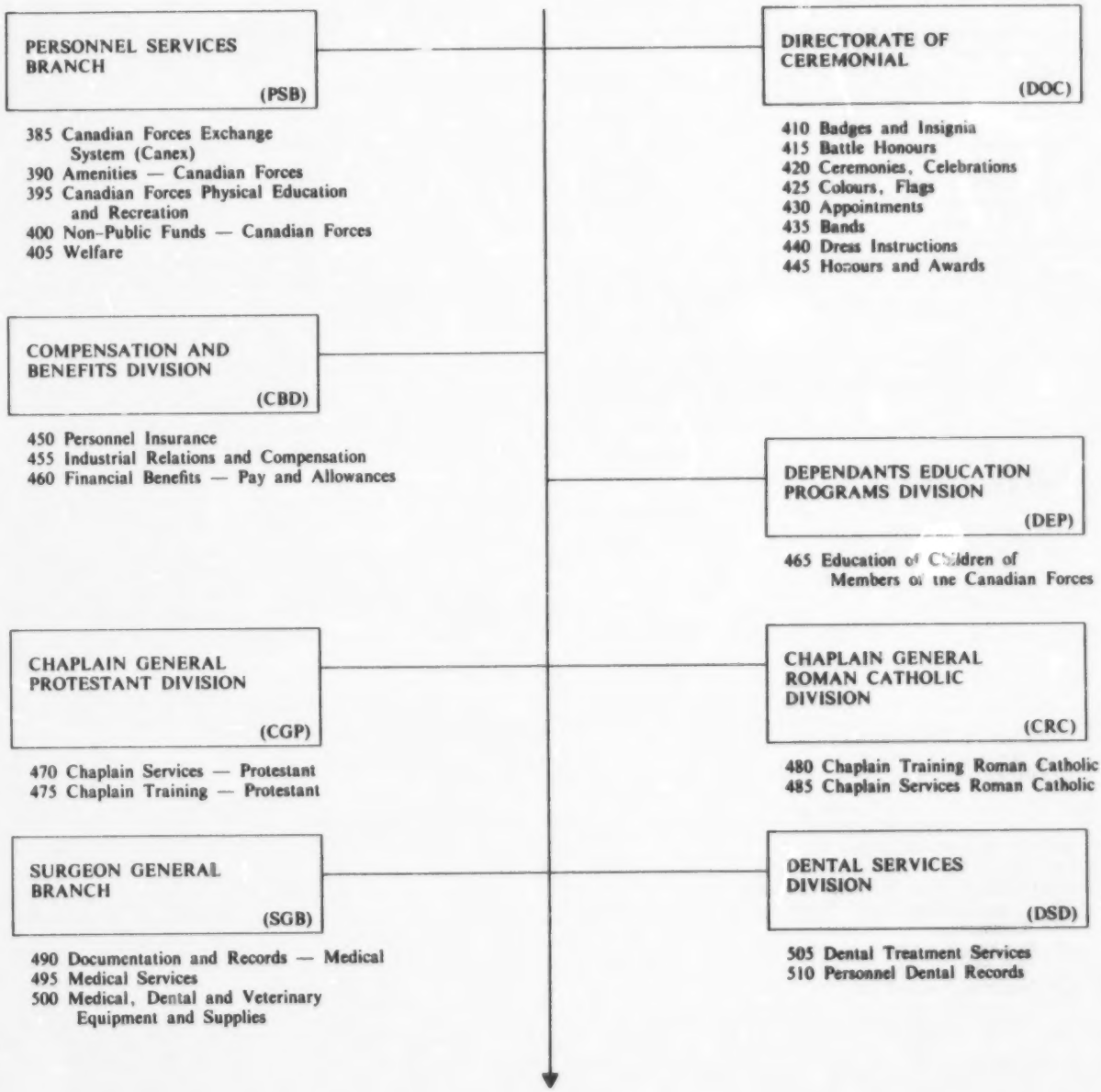
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395 Canadian Forces Physical Education and Recreation
400 Non-Public Funds — Canadian Forces
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480 Chaplain Training Roman Catholic
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505 Dental Treatment Services
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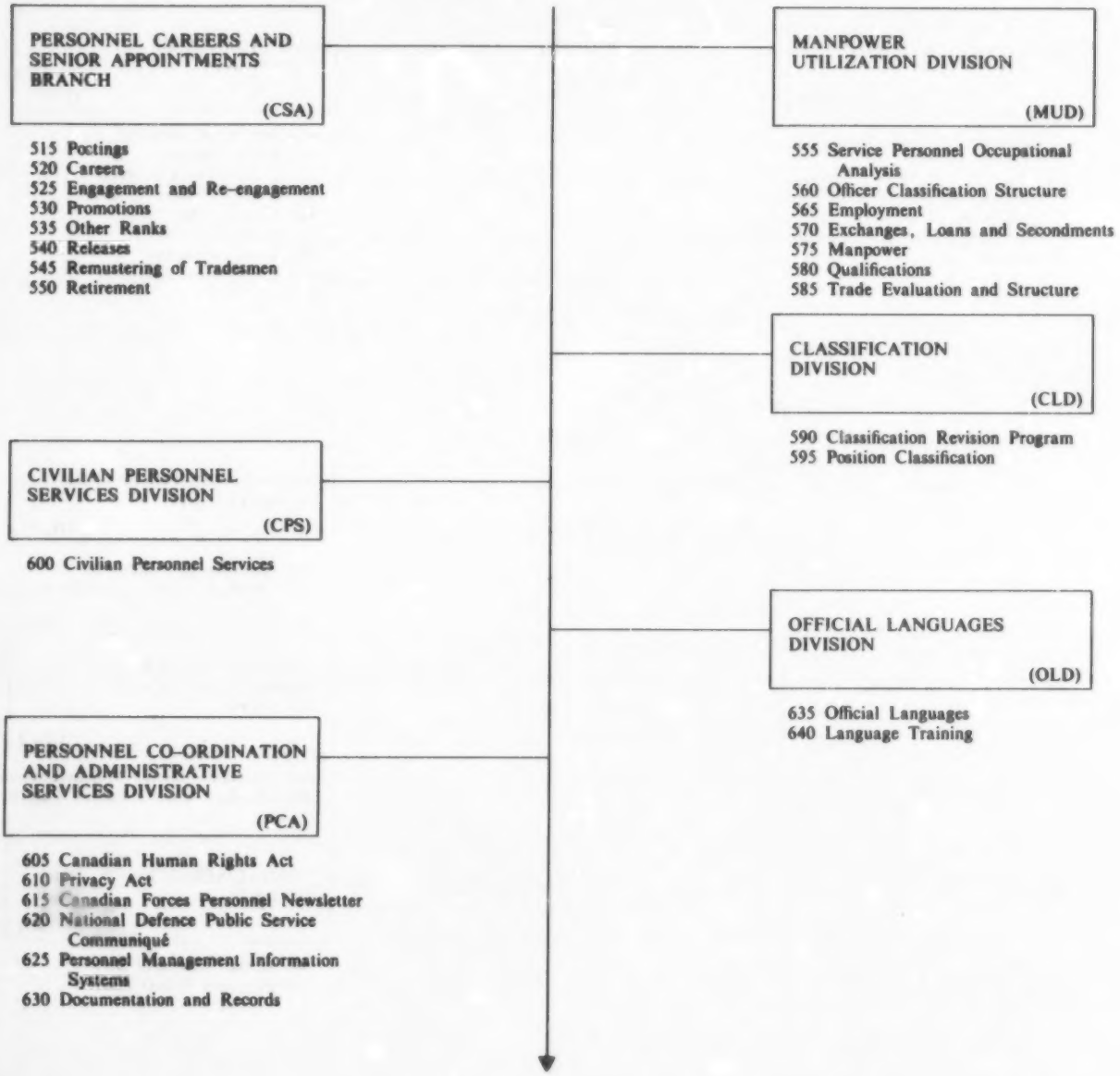

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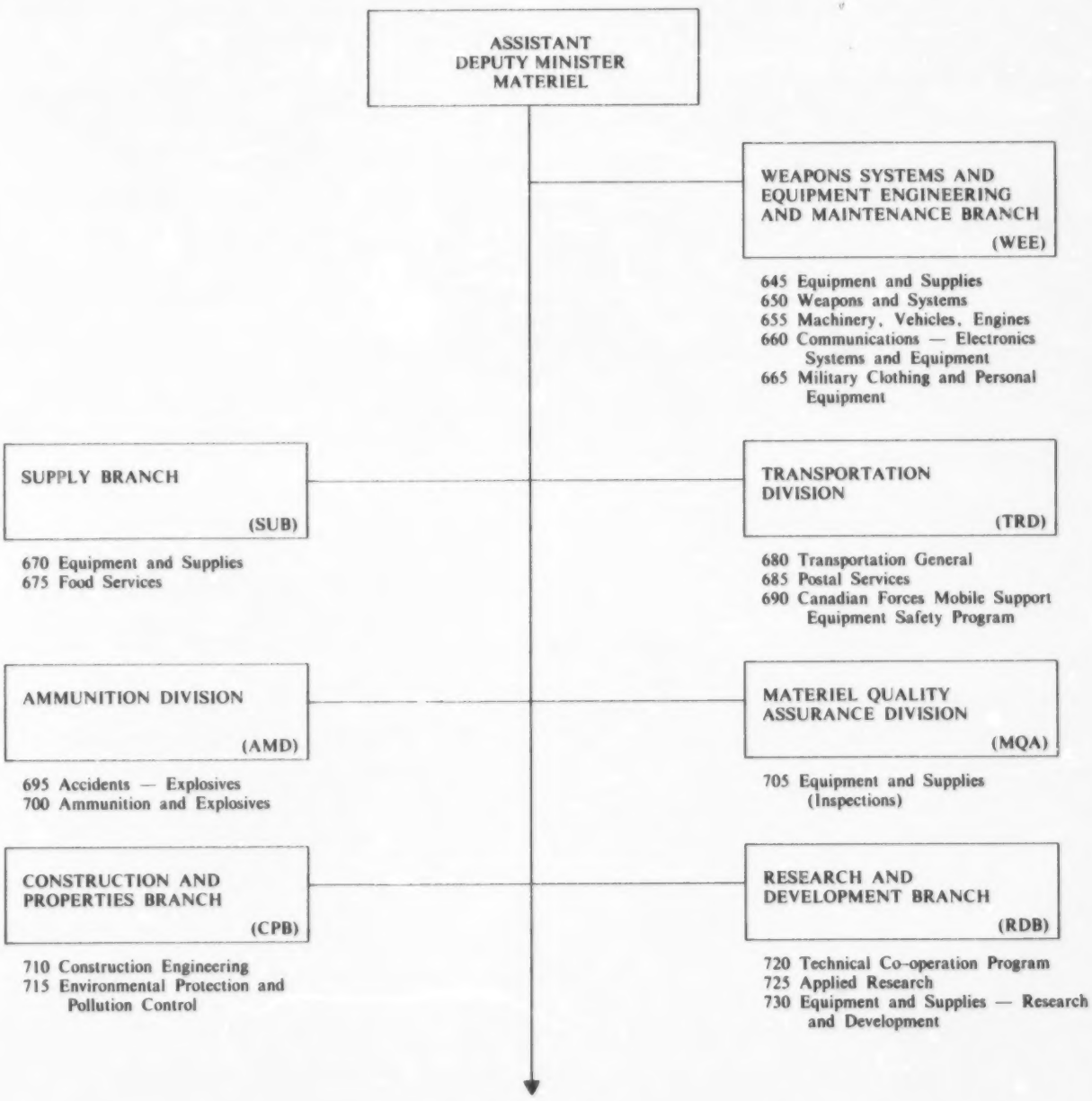
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650 Weapons and Systems
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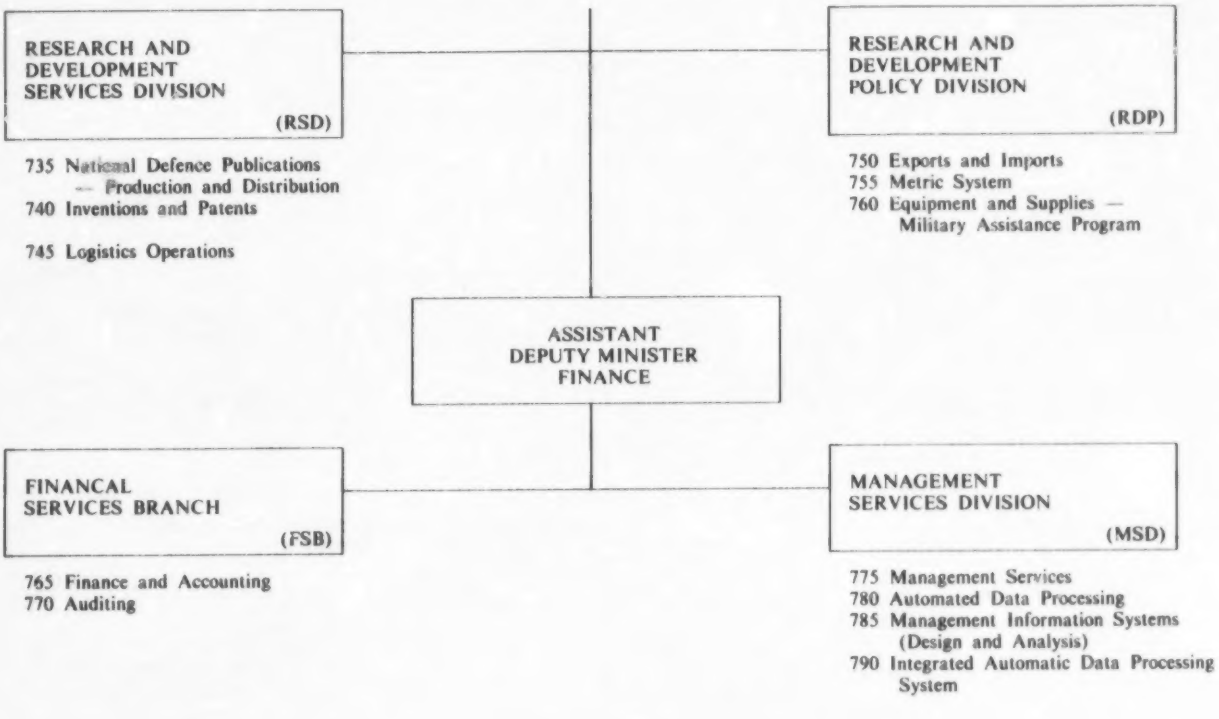
DEPARTMENT OF NATIONAL DEFENCE


RESEARCH AND DEVELOPMENT SERVICES DIVISION (RSD)
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750 Exports and Imports
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790 Integrated Automatic Data Processing System

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF
NATIONAL DEFENCE
NATIONAL DEFENCE HEADQUARTERS
OTTAWA, ONTARIO
K1A 0K2

DEPARTMENT OF NATIONAL DEFENCE

Background

The role and function of the Department of National Defence, and its principal component, the Canadian Armed Forces, have historically been to ensure the security of Canada and to contribute to the maintenance of world peace. The evolution of the Canadian Armed Forces is thus an ongoing modernization process reacting to ever-changing world conditions and itself changing from time to time to address perceived threats to Canada's security.

Laws and Regulations

The Minister of National Defence is the designated minister for the following Acts of Parliament:

- Canadian Forces Superannuation Act, Revised Statutes of Canada (R.S.C.)
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970
- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport.

Overall Responsibilities

The basic roles and responsibilities of the Department may be summarized as follows:

— To supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction; to assist civilian authorities in the event of emergency or disaster; to provide search and rescue services; and to contribute to national development.

— To enhance the security of Canada against military threat by co-operating with the United States in the defence of North America.

— To enhance the security of Canada by co-operating in collective defence measures under the North Atlantic Treaty.

— To promote international stability, both by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations.

— To provide effective control, management, and administration of all activities of the Department and the Canadian Armed Forces.

— To provide the services necessary to ensure adequate supply and technical support for the Department and the Canadian Armed Forces.

— To provide all levels of training for the Canadian Armed Forces.

— To maintain and advance Canadian scientific and technological knowledge and analytical capability for defence.

Major Publications

The bilingual publication entitled Defence Canada is published annually by the Department of National Defence. It is designed to provide an overview of current strategic considerations relative to defence planning, and highlight departmental activities during the preceding year.

Register of Information Sources and Manuals by Activity

Because of the wide range of manuals, regulations and orders used by the Department of National Defence to fulfill its functions, it is impracticable to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

Access Procedures

The Department of National Defence and the Canadian Armed Forces process formal requests under the *Access to Information Act* through a central agency. Requests are channelled to the Access to Information Co-ordinator whose staff initiates and monitors the action required to provide a response.

Informal requests from the public and media for information on departmental programs and activities may be directed to any one of the many offices of information listed in the Government of Canada publication Index to Federal Programs and Services. Requests for information may also be directed to National Defence Headquarters, Ottawa, Ontario, K1A 0K2. Telephone: (613) 992-7147.

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Department of National Defence
National Defence Headquarters
Ottawa, Ontario
K1A 0K2
Telephone: (613) 996-6696

General Enquiries

(613) 992-4581

Media Enquiries

(613) 996-2353

Departmental Library

(613) 996-0831

Office of the Judge Advocate General

The office provides legal advice to the Department and the Canadian Armed Forces and oversees a system of courts and justice applicable to all members of the Canadian Armed Forces and to civilians subject to the code of service discipline under Section 55 of the *National Defence Act*. The office also administers and settles damage and injury claims by and against the Department; administers the service estates of all deceased members of the Canadian Armed Forces; and administers the Service Pension Board.

Executive Secretariat Division

The division is responsible for providing and managing administrative services to ensure the effective functioning of the Department in general, and National Defence headquarters in particular. This includes providing departmental administrative support such as library services, records management services, personnel identification services, and National Defence headquarters accommodation management services. The division also provides departmental policy co-ordination and review, and secretarial support for senior management meetings. The director general of this division is the corporate secretary for the Department of National Defence.

Manuals

- Queen's Regulations and Orders for the Canadian Forces
- Canadian Forces Administrative Orders

- Department of National Defence Administrative and Staff Procedures Manual -- Administrative Procedures for National Defence Headquarters

Information Services Division

The division provides advice and guidance to the minister, deputy minister, chief of defence staff, commanders, and managers on public information and communications matters in support of National Defence and Canadian Armed Forces policies, objectives, programs and activities. It also plans, conducts, and evaluates information programs for groups within and outside the Department; provides the public and media with the maximum amount of information on defence consistent with national and international security; and arranges Canadian Armed Forces participation in exhibitions and displays. The division maintains a working relationship with communications agencies of federal, provincial, and allied governments.

Directorate of Military History

The directorate's main function is the production of official histories of the Canadian Armed Forces. The directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Armed Forces, and provides historical research facilities.

Vice Chief of the Defence Staff

Military Intelligence and Security Branch

The branch develops policies and plans for the management of National Defence intelligence and security resources; produces and disseminates timely defence intelligence; controls the activities of Canadian Forces attachés and advisers; is the point of contact for foreign military attachés and advisers accredited to Canada; and provides security services to the Department.

Manuals

- Security Orders for the Canadian Forces Manual

Flight Safety Directorate

The directorate makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This includes identifying hazardous areas of Canadian Armed Forces air operations and support functions; developing and monitoring the flight safety program; reviewing aircraft occurrences for trend analysis; providing educational information; participating in the development of new aviation resources; conducting flight safety surveys at civil contractor facilities; and exchanging flight safety information with other military and civilian agencies, solely for accident prevention purposes.

Manuals

- Flight Safety for the Canadian Forces Manual
- Occurrence Investigation Techniques Manual

General Safety Directorate

The directorate is responsible for overall development, co-ordination, and administration of the Department's general safety program and for advising on general safety accident experience, risk and loss control management, and policy for occupational health.

Manuals

- DND General Safety Program Manual
- DND General Safety Standards Manual
- DND General Safety Precautions Manual

Infrastructure Planning and Co-ordination Directorate

The directorate is responsible for co-ordinating base planning activities within the Department. It prepares base planning guidelines; monitors the implementation of base development plans; plans for joint use and occupancy of Canadian Armed Forces bases by civil authorities and foreign military powers; provides advice to other staff agencies on base planning matters; and co-ordinates civil use of military airfields.

Assistant Deputy Minister Policy

Defence Program Branch

The branch develops and maintains the defence program management systems; controls and reviews the defence services program; analyzes options to meet the Department's capability goals; reviews and guides the management of major projects; and prepares the defence services program forecast.

Manuals

- Defence Program Management Systems Guidance Manual

Policy Planning Branch

The branch is responsible for originating and advising on policy matters; evaluating strategic developments; developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities; and co-ordinating policy planning with external agencies, in particular with NATO.

Operational Research and Analysis Branch

The branch directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

Organization and Manpower Division

The division is responsible for generating departmental organizational policy, procedures, structures, changes, and orders; identifying total military and civilian manpower requirements with the Department, both current and future; controlling military rank and occupational code structures; developing and maintaining the official position list of continuing civilian employees; controlling the casual person-year allocation; developing and maintaining manpower scales and standards; managing the on-site manpower evaluation program; and producing and maintaining unit establishment documents.

Manuals

- Organization and Establishment Manuals
- Volume I — Concept for the Canadian Forces (to be renamed)
- Volume II — Establishment Policy and Procedures
- Volume III — Establishment Criteria
- National Defence Headquarters Organization Book
- Unit Identification Code Manual
- Official Position List

Deputy Chief of the Defence Staff

Maritime Doctrine and Operations Branch

The branch is responsible, within National Defence headquarters, for the development of maritime policy and doctrine relating to force

structure; capability requirements; equipment requirements; contingency plans; operational employment; resource management; staffing; training standards; and the policy for training and employment of the naval reserve.

Manuals

- Maritime Strategy Study (1970-2000) Manual
- Maritime Force Development Guide Manual
- Maritime Commander's Operational Planning Guidance Manual

Land Doctrine and Operations Branch

The branch is responsible for army future force development; doctrine (material taught); force structuring; operational training and planning; equipment requirements; and scaling of equipment.

Manuals

- Army Doctrine Manuals
- Army Future Force Development Manual
- Army Logistics Guide
- Army Field Scales Manual
- Army Field Force Equipment Tables
- Army Ammunition Staff Tables
- Helicopter Operating Instructions (Army) Manual

Air Doctrine and Operations Branch

The branch is responsible for all air force matters, including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This branch also advises on air reserve employment and training policy, and provides representation to meet national and international liaison and representational requirements.

Manuals

- Canadian Forces Nuclear Safety and Inspection Orders Manual
- Search and Rescue Orders and Procedures Manual

Military Plans and Operations Co-ordination Division

The division aligns military (sea, land, air) operations and plans so that they are mutually supporting and centrally controlled. The director general, military plans and operations applies a National Defence headquarters overview to current national concerns in planning for war and peacetime emergencies. As well, the division acts as a focal point for operational training and activity planning by assigning and monitoring operations of the Canadian Armed Forces and co-ordinating Canadian Armed Forces activities on standardization agreements and equipment requirements for nuclear, chemical, and biological defence operations.

Manuals

- Current National Operational Defence Plans
- Provision of Services to Non-Defence Agencies Manual
- Nuclear, Biological and Chemical Training Manuals

Military Engineering Operations Division

The division acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve Forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource management processes; and meets national and international liaison and representational requirements.

Manuals

- Engineers in Battle Manual

Military Communications and Electronics Division

The division is responsible for providing communications and electronics support to National Defence by directing or co-ordinating all military communications and electronics matters. This includes co-ordinating communications for exercises and operations; communications security; communications plans and requirements; the management of radio frequencies; co-ordination of international military communications matters; and electronic warfare.

Manuals

- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- National Defence Frequency List Manual
- Management of the Radio Frequency Spectrum Manual
- Land Forces Combat Development Committee Study on Combat Communications (1986-1995) Manual

Reserves and Cadets Division

The division is responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components; operational information; structuring and development; operational training; equipment acquisition; and the implementation of National Defence headquarters reserve policy. The division also provides advice on departmental support to cadet programs sponsored by the navy, army, and air cadet leagues.

Manuals

- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve
- Queen's Regulations and Orders for the Canadian Cadet Organizations

Assistant Deputy Minister Personnel

Personnel Development Branch

The branch is responsible for developing personnel policies; officer training and education; and for conducting research in these areas. The branch is also responsible for the effective overview and administration of special research, planning, and development studies.

Manuals

- Personnel Selection Services Manual
- Manual of Recruiting

Recruiting, Education, and Training Division

The division is responsible for the development and implementation of policy with regard to Regular and Reserve Force recruiting and selection, and individual training and education of military and civilian members of the Department.

Personnel Services Branch

The branch is responsible for originating, developing, and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Armed Forces

members, their dependents, and resident Department civilian employees. The branch administers all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX). It determines military standards of dress, drill and ceremonial. The branch also monitors conditions of service as experienced by service members and their dependents, and operates the National Defence dependants school system.

Manuals

- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy and Procedures Manual for Non-Public Funds Accounting
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Canadian Forces Mess Administration Manual
- Administration and Operation of Physical Education and Recreation Programs Manual
- Canadian Forces Dress Manual

Compensation and Benefits Division

The division is responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for personnel employed in a wide variety of environments who require special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

Dependants Education Programs Division

The division is responsible for developing policy on, and administering, organizing, constructing, equipping, and operating the National Defence Dependants school system. This includes teacher establishments and salary agreements; the attendance of children at municipal schools on payment of school fees; and the payment of education allowances, under Privy Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Armed Forces serving in Canada and abroad.

Chaplain General Protestant Division

The division is responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Armed Forces personnel and dependents. This includes the implementation of ecclesiastical and military policy, as it affects the ministry of chaplains, to members of the forces and their dependents; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the reserves and cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on chaplain service in the forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

Manuals

- Contemporary Hymn Book
- Working Resources Manual, Chaplains' Handbook

Chaplain General Roman Catholic Division

The division is responsible for upholding and fostering spiritual values and the pastoral care of Catholic service personnel and dependents. In addition, the division recommends and implements ecclesiastical and military policy as it affects the ministry of chaplains, and administers programs that provide a comprehensive pastoral ministry to meet the needs of service personnel and their dependents. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic military vicar of the Canadian Armed Forces.

Manuals

- Chaplain Handbook (Roman Catholic)

Surgeon General Branch

The branch is responsible for the organization and administration of the Canadian Armed Forces medical services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans, and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Armed Forces requirements.

Manuals

- Canadian Forces Medical Orders
- Canadian Forces Health Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Medical Standards for the Canadian Forces Manual
- Environmental Standards for Canadian Forces Medical Services Laboratories Manual
- Canadian Forces Laboratory Manual
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services

Dental Services Division

The division is responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Armed Forces and, in certain areas, their dependents and other civilians. This includes providing treatment along with the necessary accommodation, equipment and supplies; preparing the related budget; co-ordinating command and dental unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; and maintaining liaison and representing the Canadian Armed Forces with dental services of other nations, with federal and provincial dental associations, and educational agencies in Canada.

Manuals

- Canadian Forces Dental Orders
- Canadian Forces Catalogue of Dental Supplies
- Manual of Preventive Dentistry

Personnel Careers and Senior Appointments Branch

The branch is responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; administering honourary military appointments.

Manuals

- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks

Manpower Utilization Division

The division is responsible for developing personnel policies and systems through which departmental objectives, both present and forecast, are translated into statements of manpower requirements; ensuring that personnel requirements, establishments, and actual strengths are harmonized within approved policies and budgets; allocating military manpower resources within staffing priorities to fill established positions; preparing, and subsequently controlling, annual personnel estimates for military and civilian personnel pay and allowances, salaries, wages, and pension contributions required by the Department; and forecasting and controlling military posting and removal expenses. The division is also responsible for determining the occupational analysis requirements for the Canadian Armed Forces.

Manuals

- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Manual of Officers' Classification Structure

Classification Division

The division is responsible for the administration and application of the classification system to all Department civilian employees. In addition, the division handles employees' classification grievances; audits regional classification offices; and develops policies, directives, methods and procedures.

Manuals

- Manager's Classification Handbook

Civilian Personnel Services Division

The division is responsible for developing policies and plans, and implementing programs, for recruitment, promotion, transfer, career management, and lay-off of departmental civilian employees; for implementing and maintaining a complete departmental civilian personnel administrative service; for representing the Department in the development of government-wide policies and programs in all of these personnel areas; and for providing advice to senior military and civilian officials on personnel administration matters.

Manuals

- Civilian Personnel Administrative Orders

Personnel Co-ordination and Administrative Services Division

The division is responsible for the administrative functions of the departmental personnel management information systems; investigation of and replies to personnel enquiries and complaints including those under the provisions of the *Canadian Human Rights Act* and the *Privacy Act;* publication of personnel newsletters for both military and civilian personnel; and records management services for personnel and fatal casualties records.

Manuals

- Personnel Management Information System Manual

Official Languages Division

The division is responsible for the development of all departmental official languages policies, both military and civilian, while ensuring that they are in accordance with the *Official Languages Act*, government policies, and the requirements of the Department. This includes the responsibility to evaluate, monitor, and amend existing policies; and formulate, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the division identifies the language requirements of all civilian positions; maintains an automated information system on civilian personnel; and schedules their language training.

Manuals

- Official Languages Plan (Military)
- Official Languages Plan (Civilian)
- Manual for the Identification of Language Requirements of Military Positions
- Administrative and Staff Procedures (Volume 5) Military Terminology — Part one: Military Lexicon; Part two: Military Glossary

Assistant Deputy Minister Materiel

Weapons Systems and Equipment Engineering and Maintenance Branch

The branch is responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian Armed Forces. These functions are effected through project managers and life cycle materiel managers organized in maritime, aerospace, land and communications, electronics engineering, and maintenance divisions.

Manuals

- Defence Program Management Systems Guidance Manual
- Life Cycle Management System Guidance Manual

Supply Branch

The branch is accountable for the provision of materiel for the Canadian Armed Forces.

Manuals

- Canadian Forces Catalogue of Materiel
- Supply Policy Manual
- Supply Instructions Manual
- Warehousing Manual
- Packaging and Preservation Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Processing of Invoices Manual
- Maintainability — Equipment Maintainability Requirements (Land) Manual

Transportation Division

The division is responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of transportation and postal services, and the management of the Department's vehicle accident prevention program.

Manuals

- Transportation Manual
- Canadian Forces Postal Services Manual
- The Transportation of Explosives & Other Dangerous Materials by Military Aircraft Manual

  Drivers' Regulations Manual
- Snow and Ice Control Manual

Ammunition Division

The division is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and co-ordination for their implementation.

Materiel Quality Assurance Division

The division is responsible for planning and directing departmental quality assurance policies and activities; compiling and publishing Canadian qualified products lists; maintaining surveillance over defence contractors, and departmental manufacture and repair facilities; systems of quality control and inspection; establishing and ensuring the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensuring the quality of materiel being procured for the Department of National Defence, other government departments, and foreign governments as required.

Manuals

- Manual of Department of National Defence Quality Assurance Management

Construction and Properties Branch

The branch is responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities; implementing approved programs; managing real property and utility services; co-ordinating the disposal of surplus real property and facilities; formulating related policies; and providing the necessary control and guidance for their application.

Manuals

- Canadian Forces Construction Engineering Manual
- Construction Engineering Technical Orders

Research and Development Branch

The branch is responsible for the formulation and conduct of the departmental research and development program. It participates in the formulation and implementation of departmental policies for research and development activities; controls and directs the operation of the defence research establishments; and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

Manuals

- Research and Development Manual

Research and Development Services Division

The division exercises control over the administrative functions for those units of the Canadian Armed Forces permanently allocated to the assistant deputy minister materiel; provides administrative support to the defence research establishments; provides documentation and discussion papers for review; administers the departmental inventions and patents program; and co-ordinates the departmental logistics operations.

Research and Development Policy Division

This division is responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment; marketing defence equipment; and for participating in all aspects of national and international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the division co-ordinates export permits, memoranda of understanding, and metric conversion.

Research and Development Operations Division

This division is responsible for the planning, control, and operation of research and development in the maritime, land, air and communications elements, as well as the field of human performance.

Assistant Deputy Minister Finance

Financial Services Branch

The branch is responsible for controlling and co-ordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the departmental budgetary system; effective internal controls over funds and assets; effective accounting systems, procedures and practices; the interpretation and communication of financial policies and procedures; the provision of costing, military pay, superannuation administration and financial services; and the operation of the Department's financial information system.

Manuals

- Financial Administration Manual
- Cost Factors Manual

Audit Division

The role of the division within the Department of National Defence is to advise management on the adequacy, efficiency, and effectiveness of the Department's management control framework (including controls over military operations) in facilitating the economic, efficient, and effective achievement of departmental objectives.

Manuals

- DND Manual of Internal Audit

Management Services Division

This division is responsible for controlling the administration of departmental management consulting services; providing a departmental forms management program; and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate policies, procedures and plans, as well as conducting evaluations. In addition, the division directs the analysis and design of departmental information systems.

Manuals

- Manual of Management Consulting Services
- Automated Data Processing Policies and Procedures Manual

Classes of Records

DND/JAG-005 *Formerly Identified as:* ND-10
Accidents — Mobile Equipment
Description: Information on Department mobile equipment accidents involving possible liabilities by or for the Crown. *Topics:* File on each accident. *Retrievability:* By subject and motor vehicle number. *Special Access Note:* Permission of individual involved in particular accident or Department vehicle number required.

DND/JAG-010 *Formerly Identified as:* ND-20
Claims
Description: Information dealing with the administration of a claims section and with claims by and against the Crown. *Topics:* Claims — general, by and against the Crown, and against NATO countries; ministerial compensation for loss or damage; and contract settlement. *Special Access Note:* Permission of individual to whom claim applies is required.

DND/JAG-015 *Formerly Identified as:* ND-30
Legal Matters
Description: Information dealing with settlements pertaining to legal matters. *Topics:* General; lease termination liability; citizenship; Department of National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Armed Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel — drivers of Department vehicles; outside Canada; attendance at judicial proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General.

DND/JAG-020 *Formerly Identified as:* ND-40
Legislation
Description: Information dealing with legislation and legislative acts related to the Department. *Topics:* Legislative acts; and *Canadian Forces Superannuation Act*.

DND/JAG-025 *Formerly Identified as:* ND-50
Politics
Description: Information dealing with elections in relation to Canadian Armed Forces electors, public service electors, and dependent electors.

DND/JAG-030 *Formerly Identified as:* ND-60
Treaties, Pacts and Agreements
Description: Information on the administration, by the Department of National Defence, of treaties, pacts and agreements. *Topics:* Treaties, pacts, agreements.

DND/JAG-035 *Formerly Identified as:* ND-70
Discipline — Courts Martial
Description: Information on the administration of Department of National Defence Courts Martial. *Special Access Note:* Permission of individual to whom the Court Martial refers is required.

DND/JAG-040 *Formerly Identified as:* ND-80
Municipal Taxes and Charges
Description: Information dealing with the administration of Department of National Defence municipal taxes and charges. *Topics:* General correspondence on municipal taxes and charges.

DND/ESD-045 *Formerly Identified as:* ND-90
Incentive Award Plan
Description: Information dealing with the administration of the Department's incentive award plan. *Topics:* Suggestion, merit, long service, and outstanding achievement award programs. *Special Access Note:* Permission of individual to whom the award was made is required.

DND/ESD-050 *Formerly Identified as:* ND-100
Regulations and Orders
Description: Information on regulations and orders in the Department. *Topics:* Queen's Regulations and Orders for the Canadian Forces; and Canadian Forces Administrative Orders.

DND/ESD-055 *Formerly Identified as:* ND-110
Office Services Administration
Description: Information dealing with administrative services. *Topics:* Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking.

DND/ISD-060 *Formerly Identified as:* ND-120
Exhibitions and Displays
Description: Information on Department and Canadian Armed Forces participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day.

DND/ISD-065 *Formerly Identified as:* ND-130
Information Services
Description: This class covers aspects of information and public affairs activities. *Topics:* Policy; biographies; news releases; press clippings; radio and television; films; photographs; information programs; media visits; ceremonies and celebrations; Armed Forces Day; and national and international public relations activities; as well as administration and general files.

DND/DMH-070 *Formerly Identified as:* ND-140
Historical Matters
Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories. *Topics:* Land environment; air environment; and sea environment.

DND/DMH-075 *Formerly Identified as:* ND-150
Document Collections
Description: Information on almost all activities of the Canadian Armed Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. *Retrievability:* Subject and accession number, source, author, or title.

DND/MIS-080 *Formerly Identified as:* ND-160
Intelligence
Description: Information dealing with intelligence information for the use of the Department. *Topics:* Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses.

DND/MIS-085 *Formerly Identified as:* ND-170
Security
Description: Information dealing with security, education, and information within the Canadian Armed Forces. *Topics:* Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence.

DND/FSD-090 *Formerly Identified as:* ND-180
Aircraft Accidents
Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Armed Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Armed Forces inventory contain reports of accidents and incidents to that aircraft. *Topics:* Aircraft accidents — general; returns and summaries; aircraft of other countries; investigations; Canadian Armed Forces and Transport Canada co-ordination; and salvage and wreckage recovery. *Special Access Note:* Aircraft designator and serial number required.

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DND/FSD-095 *Formerly Identified as:* ND-190
Aircraft Flight Safety
Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. *Topics:* Statistics; industrial flight safety surveys; and bird hazards.

DND/GSD-100 *Formerly Identified as:* ND-200
Accident Prevention and Safety
Description: Information dealing with the administration of the Department's general safety program. *Topics:* Standards and precautions; and occupational health and safety.

DND/GSD-105 *Formerly Identified as:* ND-210
Safety Standards
Description: Information on general safety standards and precautions.

DND/GSD-110 *Formerly Identified as:* ND-220
Accident Prevention Training
Description: Information dealing with the administration of the Department's general safety training program. *Topics:* Supervisor's safety; safety management; and management and occupational health training courses for military and Department civilian personnel.

DND/IPC-115 *Formerly Identified as:* ND-230
Base Planning
Description: Information dealing with base planning and development. *Topics:* Base closures; base consolidations; and base openings.

DND/IPC-120 *Formerly Identified as:* ND-240
Request for use of National Defence Facilities
Description: Information dealing with the civil use of Department of National Defence aerodromes. *Topics:* Requests; authorization: and co-ordination.

DND/DPB-125 *Formerly Identified as:* ND-250
Defence Programming
Description: Information related to the planning, programming, budgeting, and managing of the defence services program. *Topics:* The control and identification of all defence activities.

DND/DPB-130 *Formerly Identified as:* ND-260
Forecasts of Expenditures
Description: Information related to government expenditures and the expenditure management system. *Topics:* Forecasts of expenditures for all defence services program activities.

DND/PPB-135 *Formerly Identified as:* ND-270
Strategic Assessment
Description: The Department of National Defence strategic assessment files dealing with the study of international political, economic, and military events and trends.

DND/PPB-140 *Formerly Identified as:* ND-280
Policy Planning with External Agencies (Canadian and Foreign)
Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. *Topics:* Integration of government external operations; United Nations; policy; peacekeeping; and International Peace Academy.

DND/PPB-145 *Formerly Identified as:* ND-290
NATO
Description: Information on the North Atlantic Treaty Organization. *Topics:* NATO agreement; NATO committees; NATO defence measures and plans; NATO mutual aid; NATO organization and establishment; and NATO defence review.

DND/ORA-150 *Formerly Identified as:* ND-300
Operational Research and Analysis
Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. *Topics:* Operational research — land, maritime, air; and research analysis of logistics, manpower, mathematics, and statistics (social, economic, and strategic.)

DND/OMD-155 *Formerly Identified as:* ND-310
Organization
Description: Information on departmental organization structure and Canadian Forces Organization Orders. *Topics:* Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes.

DND/OMD-160 *Formerly Identified as:* ND-320
Establishment and Official Position List
Description: Policy guidance, procedures, and correspondence files dealing with Canadian Armed Forces establishments and the civilian official position list. *Topics:* Canadian Armed Forces establishments (monthly and quarterly establishment recapitulations); civilian official position list; on-site manpower evaluation reports.

DND/OMD-165 *Formerly Identified as:* ND-330
Manpower Standards
Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. *Topics:* Manpower standards and establishment criteria.

DND/MDO-170 *Formerly Identified as:* ND-340
Auxiliary Fleet Administration
Description: Correspondence on the administration of the auxiliary fleet. *Topics:* General administration; docking and undocking reports; finance and accounting; replacement program; equipment; and personnel.

DND/MDO-175 *Formerly Identified as:* ND-350
Maritime Collisions
Description: Correspondence and reports on collisions at sea. *Topics:* Groundings; berthing incidents; and mishaps.

DND/MDO-180 *Formerly Identified as:* ND-360
Command and Control — Sea
Description: Correspondence on the various maritime systems, generically called command and control systems, which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea.

DND/MDO-185 *Formerly Identified as:* ND-370
Maritime Defence
Description: Correspondence on maritime defence. *Topics:* Defence of ships; utilization of government-owned vessels during emergency or war; torpedo counter-measures; maritime forces deployment; maritime defence in the Arctic; security of Canadian ports, internal waters, and shipping.

DND/MDO-190 *Formerly Identified as:* ND-380
Maritime Operations
Description: Correspondence on maritime operations. *Topics:* Employment of maritime forces; ships' movement reporting system; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries — fisheries patrols.

DND/MDO-195 *Formerly Identified as:* ND-390
Maritime Operations — Contingency
Description: Correspondence on maritime contingency operations. *Topics:* Civil direction of shipping; naval control of shipping; naval officer-in-charge organization; and fisheries emergency control organization.

DND/LDO-200 *Formerly Identified as:* ND-400
Organization (Army)
Description: Information on development of force structure and unit establishments. *Topics:* Units and formations.

DND/LDO-205 *Formerly Identified as:* ND-410
Command and Control Systems — Land
Description: Information on development and user input to command and control system, development of operational concepts and organization for the land forces, and combat development in Canada.

DND/LDO-210 *Formerly Identified as:* ND-420
Instructional Material
Description: Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine.

DND/LDO-215 *Formerly Identified as:* ND-430
Land Environment
Description: Information on the British Army Training Conference (training in Canada) and British exercises in Canada.

DND/LDO-220 *Formerly Identified as:* ND-440
Appointments — Colonel Commandant
Description: Information on the appointment and activities of colonel commandants for branches of the Canadian Armed Forces.

DND/LDO-225 *Formerly Identified as:* ND-450
Appointments — Colonel of the Regiment
Description: Information on the appointment and activities of colonels of the regiment of the Canadian Armed Forces regiments.

DND/ADO-230 *Formerly Identified as:* ND-460
Air Defence
Description: Information on air defence as it applies to North America. *Topics:* Movement of aircraft; detection and tracking; and deployment of aircraft.

DND/ADO-235 *Formerly Identified as:* ND-470
Air Doctrine and Operations
Description: Information on various modes of employment of air vehicles in both the combat and support role. *Topics:* Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development.

DND/ADO-240 *Formerly Identified as:* ND-480
Air Regulations — Infractions
Description: Information on security identification zones, air regulations in general, and investigation of infractions.

DND/ADO-245 *Formerly Identified as:* ND-490
Air Traffic Control
Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. *Topics:* Control of airways; zones; and military flying areas.

DND/ADO-250 *Formerly Identified as:* ND-500
Air Weapons Safety
Description: Information on air weapons safety in general, as well as policy and investigations of accidents and incidents.

DND/ADO-255 *Formerly Identified as:* ND-510
Flight Information
Description: Notices to airmen, danger and restricted areas, and annual air facility description. *Topics:* International Civil Aeronautical Organization; publications; and aeronautical charts.

DND/ADO-260 *Formerly Identified as:* ND-520
Meteorology
Description: Information on all aspects of meteorology in the Canadian Armed Forces, mainly from an organizational and administrative point of view. *Topics:* Communications; publications; secondment of personnel; forecasting; and observing.

DND/ADO-265 *Formerly Identified as:* ND-530
Nuclear Weapons
Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. *Topics:* Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements.

DND/ADO-270 *Formerly Identified as:* ND-540
Overflights
Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.

DND/ADO-275 *Formerly Identified as:* ND-550
Search and Rescue
Description: Information on virtually all aspects of search and rescue as it pertains to the Department of National Defence. *Topics:* Aircraft; marine; missing persons; and mercy flights.

DND/ADO-280 *Formerly Identified as:* ND-560
Warfare — Anti-Submarine
Description: Information on systems and techniques employed in anti-submarine warfare. *Topics:* Detection systems; and sound surveillance.

DND/ADO-285 *Formerly Identified as:* ND-570
Operational Equipment Requirements — Air
Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. *Topics:* Tactical requirement; ground support; and training requirement.

DND/ADO-290 *Formerly Identified as:* ND-580
Air Training
Description: Information on air training in general. *Topics:* Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue.

DND/MPO-295 *Formerly Identified as:* ND-590
Nuclear, Biological and Chemical Defence
Description: Information on the Canadian Armed Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Armed Forces. *Topics:* Equipment; and nuclear, biological and chemical training.

DND/MPO-300 *Formerly Identified as:* ND-600
Domestic Operational Plans
Description: Current national plans dealing with domestic emergencies of military or civil nature. *Topics:* Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning.

DND/MPO-305 *Formerly Identified as:* ND-610
Canadian Forces Commitments to the United Nations
Description: Canadian Armed Forces commitments to United Nations operations and plans. *Topics:* United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force.

DND/MEO-310 *Formerly Identified as:* ND-650
Mapping and Charting
Description: Information on mapping and charting at the Department of National Defence. *Topics:* Requirements; formal agreements; operational developments; and requests and issues.

DND/MEO-315 *Formerly Identified as:* ND-660
Land Mines
Description: Information on land mines and land mine warfare in the Canadian Armed Forces and allied armies. *Topics:* Anti-tank mines; anti-personnel mines; off route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection.

DND/MEO-320 *Formerly Identified as:* ND-670
Military Engineering Training
Description: Information on military engineering training in the Canadian Armed Forces. *Topics:* General; officers; civilians; field engineers; structures; mechanical; and fire prevention.

DND/MCE-325 *Formerly Identified as:* ND-620
Communications and Electronics
Description: Information dealing with communications and electronics in the Canadian Armed Forces. *Topics:* Air traffic control systems; air transportable system; automated data processing (ADP) system; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar.

DND/MCE-330 *Formerly Identified as:* ND-630
Training and Employment
Description: Files dealing with the training and employment of communications personnel in the Canadian Armed Forces. *Topics:* Communication training, including security; electronic warfare; communications officer training and employment; and employment of communication personnel.

DND/MCE-335 *Formerly Identified as:* ND-640
Communications Equipment
Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. *Topics:* Communications security equipment and components; and electronic warfare equipment.

DND/RCD-340 *Formerly Identified as:* ND-680
Cadets
Description: Information dealing with the administration, organization, and establishment of cadet corps and schools, cadet training courses, and cadet exchanges. *Topics:* Cadet; and Cadets — Air, Army, Sea.

DND/RCD-345 *Formerly Identified as:* ND-690
Reserves
Description: Information dealing with the administration, training, doctrine for employment, operational information, structure and development, and equipment acquisition for the Reserves. *Topics:* Reserves general administration; policy; and equipment policy for the Reserves.

DND/PDB-350 *Formerly Identified as:* ND-700
Officer Production
Description: Information on the policies and procedures for the production of officers. *Topics:* Regular officer training plan; officer candidate training plan; and the admission of women to military colleges.

DND/PDB-355 *Formerly Identified as:* ND-710
Personnel Selection
Description: Information on personnel selection policies and standards. *Topics:* Personnel selection policies and standards; research and development of standards for selection of personnel; second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards.

DND/PDB-360 *Formerly Identified as:* ND-720
Personnel Studies
Description: Studies on personnel development research. *Topics:* Various departmental studies on personnel (civilian and military) such as premature release, aircrew — future requirement (1976), and others.

DND/PDB-365 *Formerly Identified as:* ND-730
Officer Development
Description: Information on officer development, education, training, and commissioning requirements. *Topics:* Officer professional development program; the granting of degrees; post commissioning — general; entry and initial training; staff courses — general; and staff college training requirements.

DND/RET-370 *Formerly Identified as:* ND-740
Training — General
Description: Information on policy guidelines for co-ordinating training development activities in the Canadian Armed Forces. *Topics:* Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology.

DND/RET-375 *Formerly Identified as:* ND-750
Enrolment and Recruiting
Description: Information dealing with enrolment and recruiting within the Canadian Armed Forces. *Topics:* Recruiting advertising; enrolment inquiries for Canadians, aliens, and officer applicants, and for regular officer training plan; enrolment applications for officer candidate training plan and for females.

DND/RET-380 *Formerly Identified as:* ND-760
Civilian Personnel — Employee Training
Description: General guidelines and correspondence files on civilian training within the Canadian Armed Forces. *Topics:* Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study.

DND/PSB-385 *Formerly Identified as:* ND-770
Canadian Forces Exchange System (CANEX)
Description: Information on the Canadian Forces Exchange System. *Topics:* Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and public support.

DND/PSB-390 *Formerly Identified as:* ND-780
Amenities — Canadian Forces
Description: Information on the Canadian Armed Forces amenity programs. *Topics:* Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes.

DND/PSB-395 *Formerly Identified as:* ND-790
Canadian Forces Physical Education and Recreation
Description: Information on the Canadian Armed Forces physical education and recreation programs. *Topics:* Policy; physical education and recreation — sports; and sports competitions and championships — national and international.

DND/PSB-400 *Formerly Identified as:* ND-800
Non-Public Funds — Canadian Forces
Description: Information on Canadian Armed Forces non-public funds. *Topics:* Canadian Armed Forces central funds; benevolent — welfare — trust and assistance funds; and public support to non-public funds.

DND/PSB-405 *Formerly Identified as:* ND-1020
Welfare
Description: Information dealing with the Canadian Forces Welfare Program and Services. *Topics:* Financial counselling, and social work services.

DND/DOC-410 *Formerly Identified as:* ND-810
Badges and Insignia
Description: Information dealing with the badges and insignia of the Canadian Armed Forces. *Topics:* Badges and insignia for Canadian Armed Forces; commands; units; branches; ranks; and qualification.

DND/DOC-415 *Formerly Identified as:* ND-820
Battle Honours
Description: Information dealing with battle honours.

DND/DOC-420 *Formerly Identified as:* ND-830
Ceremonies, Celebrations
Description: Information dealing with participation, by the Department of National Defence, in ceremonies and celebrations. *Topics:* Ceremonies and celebrations; centennials; and observance of special days.

DND/DOC-425 *Formerly Identified as:* ND-840
Colours, Flags
Description: Information dealing with colours and flags. *Topics:* Flags; pennants; colours; devices; and accessories.

DND/DOC-430 *Formerly Identified as:* ND-850
Appointments
Description: Information dealing with military appointments. *Topics:* Senior appointments; aides-de-camp; commanders; colonel commandants; colonel of the regiment; and honourary.

DND/DOC-435 *Formerly Identified as:* ND-860
Bands
Description: Information dealing with bands of the Canadian Armed Forces. *Topics:* Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies.

DND/DOC-440 *Formerly Identified as:* ND-870
Dress Instructions
Description: Information on dress regulation and clothing requirements in the Canadian Armed Forces. *Topics:* Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose.

DND/DOC-445 *Formerly Identified as:* ND-880
Honours and Awards
Description: Information on honours and awards. *Topics:* Honours; awards; citations; commendations; medals; and decorations.

DND/CBD-450 *Formerly Identified as:* ND-890
Personnel Insurance
Description: Information on policies and procedures for hospital and medical benefits to dependents of military personnel. *Topics:* Hospital and medical; medicare; service income security insurance plan; etc.

DND/CBD-455 *Formerly Identified as:* ND-900
Industrial Relations and Compensation
Description: Information on military compensation and benefits in relation to comparable benefits available outside the military.

DND/CBD-460 *Formerly Identified as:* ND-910
Financial Benefits — Pay and Allowances
Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. *Topics:* Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants.

DND/DEP-465 *Formerly Identified as:* ND-920
Education of Children of Members of the Canadian Forces
Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. *Topics:* Overseas (schools); teachers' recruitment and nomination (overseas schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada).

DND/CGP-470 *Formerly Identified as:* ND-930
Chaplain Services — Protestant
Description: Information on chapel and religious activities conducted for, or on behalf of, Canadian Armed Forces personnel and their dependents. *Topics:* Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday school mission project.

DND/CGP-475 *Formerly Identified as:* ND-940
Chaplain Training — Protestant
Description: Information on training conducted to increase the effectiveness of chaplains and lay leaders in their ministry to Canadian Armed Forces personnel and their dependents. *Topics:* Advanced chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses.

DND/CRC-480 *Formerly Identified as:* ND-950
Chaplain Training — Roman Catholic
Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of Canadian Armed Forces personnel and their dependents. *Topics:* Military training; indoctrinational courses; special courses; orientation courses; and reserve officer training.

DND/CRC-485 *Formerly Identified as:* ND-960
Chaplain Services — Roman Catholic
Description: Information on church and religious activities conducted for, or on behalf of, Canadian Armed Forces personnel and their dependents. *Topics:* Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference command, base and officiating chaplains, ecclesiastical monthly reports, and ecumenism.

DND/SGB-490 *Formerly Identified as:* ND-970
Documentation and Records — Medical
Description: Information dealing with medical documentation and records, and their release. *Topics:* Medical dental records. *Special Access Note:* Permission of individual concerned is required. *Special Note:* See also bank DND/P-PE-810 in the Personal Information Index.

DND/SGB-495 *Formerly Identified as:* ND-980
Medical Services
Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. *Topics:* Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; diseases and conditions — tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation — industrial, pest control; laboratory services; medicine; medicine — aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision.

DND/SGB-500 *Formerly Identified as:* ND-990
Medical, Dental and Veterinary Equipment and Supplies
Description: Information dealing with the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. *Topics:* Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies — medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment.

DND/DSD-505 *Formerly Identified as:* ND-1000
Dental Treatment Services
Description: Information on policy and statistics, and general information on provision of dental care in the Canadian Armed Forces dental services. *Topics:* General policies; entitlement to dental treatment of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing.

DND/DSD-510 *Formerly Identified as:* ND-1010
Personnel Dental Records
Description: Dental fitness and treatment records. *Topics:* Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. *Retrievability:* Files arranged by name, rank and social insurance number. *Special Access Note:* Permission of individual concerned is required. *Special Note:* See also bank DND/P-PE-811 in the Personal Information Index.

DND/CSA-515 *Formerly Identified as:* ND-1030
Postings
Description: Information on postings and transfers of Canadian Armed Forces personnel. *Topics:* Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses.

DND/CSA-520 *Formerly Identified as:* ND-1040
Careers
Description: Information dealing with career matters of Canadian Armed Forces personnel. *Topics:* Careers, officers; career development program, other ranks; and careers, men.

DND/CSA-525 *Formerly Identified as:* ND-1050
Engagement and Re-engagement
Description: Information dealing with engagement and re-engagement of Canadian Armed Forces personnel. *Topics:* Policy; extension of service; vested rights; and liability to serve.

DND/CSA-530 *Formerly Identified as:* ND-1060
Promotions
Description: Information dealing with promotions of Canadian Armed Forces personnel. *Topics:* Promotions, officers; and promotions, other ranks.

DND/CSA-535 *Formerly Identified as:* ND-1070
Other Ranks
Description: Information dealing with ranks and rank structure of the Canadian Armed Forces. *Topics:* Ranks, general; ranks, qualifying examinations; and rank structure.

DND/CSA-540 *Formerly Identified as:* ND-1080
Releases
Description: Information dealing with releases of Canadian Armed Forces personnel. *Topics:* Policy; officers; and other ranks.

DND/CSA-545 *Formerly Identified as:* ND-1090
Remustering of Tradesmen
Description: Information dealing with the remustering of Canadian Armed Forces personnel.

DND/CSA-550 *Formerly Identified as:* ND-1100
Retirement
Description: Information dealing with retirement of Canadian Armed Forces personnel. *Topics:* Policy; premature retirement; and compulsory retirement.

DND/MUD-555 *Formerly Identified as:* ND-1110
Service Personnel — Occupational Analysis
Description: Information dealing with miscellaneous aspects of service personnel activities. *Topics:* Officers; and other ranks. *Retrievability:* Military occupation code (MOC) numbers.

DND/MUD-560 *Formerly Identified as:* ND-1120
Officer Classification Structure
Description: Information dealing with officer classification structure. *Topics:* Environment (land, sea, air); revenues; and classification specifications. *Retrievability:* Military occupation code (MOC) numbers.

DND/MUD-565 *Formerly Identified as:* ND-1130
Employment
Description: Information on the employment of personnel in the Canadian Armed Forces. *Topics:* Military employment of personnel resources; and military reserves employment.

DND/MUD-570 *Formerly Identified as:* ND-1140
Exchanges, Loans, and Secondments
Description: Information dealing with the administration of personnel exchanges, loans, and secondments. *Topics:* United Nations; Commonwealth nations; allied nations; and other government departments.

DND/MUD-575 *Formerly Identified as:* ND-1150
Manpower
Description: Information on manpower programming. *Topics:* Strength and attrition forecasts — officer training plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities.

DND/MUD-580 *Formerly Identified as:* ND-1160
Qualifications
Description: Information dealing with the qualifications of officers and other ranks. *Topics:* Qualifications; requirements; and officers and other ranks. *Retrievability:* military occupation code (MOC) numbers.

DND/MUD-585 *Formerly Identified as:* ND-1170
Trade Evaluation and Structure
Description: Information dealing with trade evaluation structure and specifications. *Retrievability:* Files arranged by military occupation code (MOC) numbers.

DND/CLD-590 *Formerly Identified as:* ND-1180
Classification Revision Program
Description: General correspondence and document files on the classification audit program. *Topics:* The revision of classification standards and internal classification studies; the Classification Policy Manual; monthly classification activity reports; classification of civilian personnel positions in the Canadian Armed Forces Europe; classification grievances; and the classification audit program.

DND/CLD-595 *Formerly Identified as:* ND-1190
Position Classification
Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

DND/CPS-600 *Formerly Identified as:* ND-1200
Civilian Personnel Services
Description: Information dealing with the administration of the Department's civilian personnel activities. *Topics:* General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; casual labour program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower.

DND/PCA-605 *Formerly Identified as:* ND-1210
Canadian Human Rights Act
Description: Policy, guideline, and correspondence files on the relationship between the *Canadian Human Rights Act* and present and former military personnel or civilian employees of the Department of National Defence.

DND/PCA-610 *Formerly Identified as:* ND-1220
Privacy Act
Description: Information on the *Privacy Act* with respect to present and former military personnel or civilian employees of the Department of National Defence. *Topics: Privacy Act* — policy; information banks; statistical returns; complaints and investigations; and enquiries.

DND/PCA-615 *Formerly Identified as:* ND-1230
Canadian Forces Personnel Newsletter
Description: Information on the production, distribution, and subjects in the newsletter. *Topics:* Dissemination of information on Canadian Armed Forces personnel matters; letters to the editors; and production and distribution.

DND/PCA-620 *Formerly Identified as:* ND-1240
National Defence Public Service Communiqué
Description: Information on the production, distribution, and subjects in the Communiqué. *Topics:* Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution.

DND/PCA-625 *Formerly Identified as:* ND-1250
Personnel Management Information Systems
Description: Information on the personnel management information systems. *Topics:* Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and specialty qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project.

DND/PCA-630 *Formerly Identified as:* ND-1260
Documentation and Records
Description: Information on the requirement for documentation and records for Canadian Armed Forces personnel. *Topics:* Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records. *Special Note:* See also banks DND/P-PE-837 and DND/P-PE-838 in the Personal Information Index.

DND/OLD-635 *Formerly Identified as:* ND-1270
Official Languages
Description: Information on the administration of the Department's official language plans. *Topics:* Official languages; civilian requirements; military requirements; and departmental official language plan.

DND/OLD-640 *Formerly Identified as:* ND-1280
Language Training
Description: Information or language training in the Department.

DND/WEE-645 *Formerly Identified as:* ND-1290
Equipment and Supplies (Engineering and Maintenance)
Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Armed Forces. *Topics:* Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. *Retrievability:* Subject, equipment name, contract number, catalogue number.

DND/WEE-650 *Formerly Identified as:* ND-1300
Weapons and Systems (Engineering and Maintenance)
Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of maritime and air elements, and guns, missiles, and launchers for all environments. *Topics:* Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles.

DND/WEE-655 *Formerly Identified as:* ND-1310
Machinery, Vehicles, Engines (Engineering and Maintenance)
Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. *Topics:* Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. *Retrievability:* Class of main system and type.

DND/WEE-660 *Formerly Identified as:* ND-1320
Communications — Electronics Systems and Equipment (Engineering and Maintenance)
Description: Correspondence, reports, scaling, and technical information on communications — electronics systems. *Topics:* Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors.

DND/WEE-665 *Formerly Identified as:* ND-1330
Military Clothing and Personal Equipment
Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment. *Topics:* Flags and pennants; clothing — individual equipment and insignia; outerwear — men's, women's; clothing, special purpose; underwear — men's, women's; footwear — men's, women's; hosiery; and badges and insignia.

DND/SUB-670 *Formerly Identified as:* ND-1340
Equipment and Supplies
Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. *Topics:* Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; replacement program; sales, transfers and free issues; scales and tables — Canadian Armed Forces scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores.

DND/SUB-675 *Formerly Identified as:* ND-1350
Food Services
Description: Information on the provision of food services in the Canadian Armed Forces. *Topics:* General; staff visits; and unit returns.

DND/TRD-680 *Formerly Identified as:* ND-1360
Transportation — General
Description: Information dealing with the Department's transportation services. *Topics:* Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles.

DND/TRD-685 *Formerly Identified as:* ND-1370
Postal Services
Description: Information dealing with the Canadian Armed Forces postal service. *Topics:* Handling of mail; regulations; postal inspections; special arrangements; and financial operations.

DND/TRD-690 *Formerly Identified as:* ND-1380
Canadian Forces Mobile Support Equipment Safety Program
Description: Information dealing with the administration of the Canadian Armed Forces mobile support equipment safety program. *Topics:* Reports, returns and statistics; and competitions and awards.

DND/AMD-695 *Formerly Identified as:* ND-1390
Accidents — Explosives
Description: Information on accidents and explosive hazards at the Department of National Defence. *Topics:* Accidents — explosives safety; shipboard magazines — explosive hazards; and accident reports.

DND/AMD-700 *Formerly Identified as:* ND-1400
Ammunition and Explosives
Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. *Topics:* Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions.

DND/MQA-705 *Formerly Identified as:* ND-1410
Equipment and Supplies (Inspections)
Description: Quality control inspection files. *Topics:* Quality control inspections — general, commodities, other countries, other government agencies, Canadian companies.

DND/CPB-710 *Formerly Identified as:* ND-1420
Construction Engineering
Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within the Department of National Defence. *Topics:* Accommodation; airfields; construction and maintenance; fire prevention; grounds maintenance; heating systems; janitorial services; natural resources management; real property management; acquisition of works and buildings; lettings; disposal; research and development; sanitation services; and utilities.

DND/CPB-715 *Formerly Identified as:* ND-1430
Environmental Protection and Pollution Control
Description: Information on environmental protection and pollution control within the Department of National Defence. *Topics:* Water, air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review.

DND/RDB-720 *Formerly Identified as:* ND-1440
Technical Co-operation Program
Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States. *Topics:* Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences.

DND/RDB-725 *Formerly Identified as:* ND-1450
Applied Research
Description: Information on applied research and technology base activities and projects. *Topics:* Military college grants; defence science contracting; surveillance and remote control sensing; and laser technology.

DND/RDB-730 *Formerly Identified as:* ND-1460
Equipment and Supplies — Research and Development
Description: Research and development information on equipment and supplies requested by the Department. *Topics:* Research requirements of the Canadian Armed Forces; industrial research and development; and bilateral arrangements for research and development with other countries.

DND/RSD-735 *Formerly Identified as:* ND-1470
National Defence Publications — Production and Distribution
Description: Information on documentation and drawing services (including the design production and management of the Department's publications).

DND/RSD-740 *Formerly Identified as:* ND-1480
Inventions and Patents
Description: Information on departmental policies on patent administration. *Topics:* Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from Department contracts.

DND/RSD-745 *Formerly Identified as:* ND-1490
Logistics Operations
Description: Information on logistic contingency plans and procedures and co-ordination of logistics aspects of operations. *Topics:* Logistics operations — national and international, logistic policy and doctrine, and logistic systems evaluation.

DND/RDP-750 *Formerly Identified as:* ND-1500
Exports and Imports
Description: Information dealing with Department of National Defence export permits. *Topics:* Policy; applications for export; intelligence and security implications; and reports of export permits.

DND/RDP-755 *Formerly Identified as:* ND-1510
Metric System
Description: Information on metric conversion at the Department of National Defence.

DND/RDP-760 *Formerly Identified as:* ND-1520
Equipment and Supplies — (Military Assistance Program)
Description: Information on the military assistance program. *Topics:* Policy; general; Turkish T33 aid program; and Portuguese aid program. *Retrievability:* By country and subject. *Note:* Files dealing with specific supply items or categories of equipment, including communications equipment, are common to all agencies dealing in procurement, engineering, and maintenance, and those agencies responsible for its operational employment. Equipment files are not necessarily identified with a specific operational environment (navy, army or air force). Equipment life-cycle management services are fully integrated and common to all three operational environments.

DND/FSB-765 *Formerly Identified as:* ND-1530
Finance and Accounting
Description: Files on the overall financial administration of the Department. *Topics:* Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs.

DND/FSB-770 *Formerly Identified as:* ND-1540
Auditing
Description: Correspondence on departmental auditing programs. *Topics:* Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews.

DND/MSD-775 *Formerly Identified as:* ND-1550
Management Services
Description: Information on management consulting services, projects and scales and standards program studies. *Topics:* Management consulting services project reports; scales and standards studies; and advisory services. *Retrievability:* Fiscal year, file number, title of report, client.

DND/MSD-780 *Formerly Identified as:* ND-1560
Automated Data Processing
Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.

DND/MSD-785 *Formerly Identified as:* ND-1570
Management Information Systems (Design and Analysis)
Description: Automated management information systems. *Topics:* Automated data processing — general; Annual Automated Data Processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems.

DND/MSD-790 *Formerly Identified as:* ND-1580
Integrated Automatic Data Processing System
Description: Information on the system, and files on policy and planning.

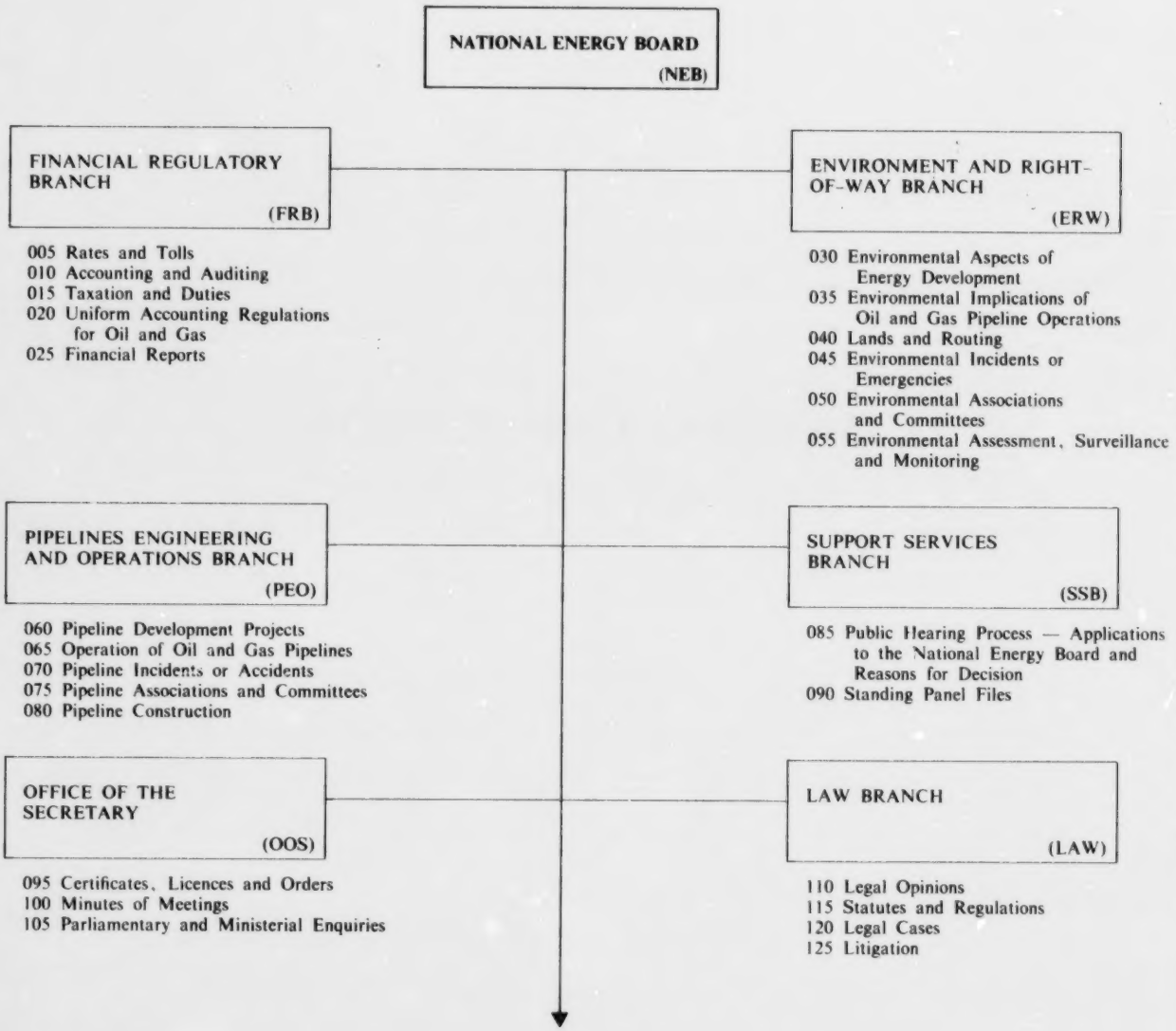
Deleted Classes of Records

ND-1410 Equipment and Supplies (Inspections)

NATIONAL ENERGY BOARD

Chapter 61

NATIONAL ENERGY BOARD


NATIONAL ENERGY BOARD
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FINANCIAL REGULATORY BRANCH
(FRB)
005 Rates and Tolls
010 Accounting and Auditing
015 Taxation and Duties
020 Uniform Accounting Regulations for Oil and Gas
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ENVIRONMENT AND RIGHT-OF-WAY BRANCH
(ERW)
030 Environmental Aspects of Energy Development
035 Environmental Implications of Oil and Gas Pipeline Operations
040 Lands and Routing
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OFFICE OF THE SECRETARY
(OOS)
095 Certificates, Licences and Orders
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ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL ENERGY BOARD
473 ALBERT STREET
ROOM 1002
OTTAWA, ONTARIO
K1A 0E5

Background

Under the *National Energy Board Act* of 1959 and subsequent amendments, the Board has two principal responsibilities:

— to regulate specific matters concerning oil, gas and electricity in the public interest, and

— to advise the government on the development and use of energy resources.

The Board, on its own initiative, may hold enquiries into a particular aspect of the energy situation and prepare reports for the government, Parliament, or the general public.

The Board also carries out studies and prepares reports at the request of the Minister.

Overall Responsibilities

The *National Energy Board Act* requires the Board to take into consideration all relevant matters in considering applications for export authorizations. It must satisfy itself that the quantities of energy do not exceed the surplus remaining, after allowing for reasonably foreseeable Canadian requirements.

The Board grants certificates to construct and operate interprovincial and international oil, gas, and petroleum products pipelines, and international electric power lines. Designated interprovincial electric power lines may, by order of the Governor- in-Council, come under the relevant provisions of the *National Energy Board Act*. Before a certificate is issued, the Board is required to hold a public hearing. As a result of amendments to the *National Energy Board Act* in 1983, new expropriation and compensation procedures have been created to govern the establishment of rights-of-way for pipelines and for international and designated interprovincial power lines. These changes provide an opportunity for those with lands which may be adversely affected to present their views at a local public hearing. The Board is then required to take into account the evidence presented before reaching a decision on the acceptability of the proposed detailed routing.

The Board may approve minor additions or modifications to existing pipeline systems without calling a public hearing. These are restricted to sections, branches, and extensions of pipelines less than 40 kilometres in length, and ancillary installations such as tanks, pumps, compressors, meter stations, and communications systems. The Board may also by order authorize the construction and operation of international power lines of a voltage not exceeding 50 kilovolts.

For reasons of safety, environmental protection and the maintenance of other utility services, no pipeline or power line may cross or be crossed by another utility without prior authorization of the Board. If a pipeline is to cross a navigable water or a railway, the Minister of Transport or the Canadian Transport Commission must give permission. Crossings by pipelines or power lines of the facilities of other utilities may only be made with the authorization of the Board after consideration of all the relevant information.

The Board's oil and gas pipeline regulations provide for the safe design, construction, and operation of pipelines under Board jurisdiction. To ensure high standards in the safety of pipeline construction and operation, the Board carries out inspection programs and conducts investigations and reviews of pipeline system performance.

The Board studies the potential environmental impact of the construction and operation of power lines and oil and gas pipelines to ensure that the environment is protected during all phases of a project. It takes into consideration the impact on permafrost terrain; erosion and siltation at water crossings; the impact on wildlife and fish; preservation of archaeological sites; air emissions; noise; and the protection of agricultural soils.

The Board monitors socioeconomic action plans, conducts investigations, and reviews pipeline company performance where warranted. It has also issued guidelines for regional socioeconomic impact assessments of gas or oil pipeline projects.

The Board regulates the tolls and tariffs of pipeline companies under federal jurisdiction, to ensure that the tolls are just and reasonable and not discriminatory.

Under the *Energy Administration Act*, the Board administers the price of natural gas in interprovincial and export trade.

Under the *Northern Pipeline Act*, the Board's responsibilities relate mainly to financing and tariffs, approval of pipe specifications, granting of leave to open orders, and regulation of the operation of the Alaska natural gas transportation system.

The Board is a Court of Record. It holds public hearings where applicants and interested persons have full rights of participation in the language of their choice. The Board gives ample notice of the hearings and provides sufficient time for information requests to be answered.

The record of a proceeding is public. The only exception is when an applicant asks that price or contract conditions be kept confidential for competitive reasons, in which case the Board may do so for a limited period of time.

The Board publishes quarterly regulatory agendas which provide advance notice of forthcoming regulatory actions and information on the status of ongoing proceedings. It also publishes information bulletins on its activities and procedures.

When, after a public hearing, the Board decides to grant a certificate for a pipeline or a power line, or issue a licence for the export of natural gas or electricity, the import of natural gas, or the export of oil, for a period exceeding one year, it reports its decision to the Governor-in-Council through the Minister of Energy, Mines and Resources. If a certificate is approved, it is then issued by the Board. In the case of export/import licence applications, those issued by the Board go into effect on approval by the Governor-in-Council. If the Board refuses an application, it is not subject to referral to the Governor-in-Council.

Decisions on tolls and tariffs are made by the Board without reference to the Governor-in-Council.

The Board may review, rescind or change any order or decision made by it, or may hear any application again before deciding upon it. It may also change a certificate or licence issued by it, but no such change is effective until approved by the Governor-in-Council. Parties may apply to the Board requesting that an order or decision be reviewed, or a licence or certificate be amended.

A decision or order of the Board may be appealed to the Federal Court of Appeal, providing the appeal is based upon a point of law or jurisdiction.

The Board does not award costs to participants at its proceedings. However, in the case of detailed route hearings, the Board may establish the appropriate level of compensation to be paid to the landowner for costs associated with participation in the hearing.

Access Procedures

Please direct formal requests under the *Access to Information Act* to

Secretary
National Energy Board
473 Albert Street
Room 1002
Ottawa, Ontario
K1A 0E5
Telephone: (613) 990-3167

Office of the Executive Director

The Executive Director is responsible for the day-to-day management of the Board, the acquisition and allocation of human and financial resources, and the efficiency and effectiveness of Board activities and operations.

Personnel Branch

The branch is responsible for providing advice and service in the areas of personnel administration, official languages and security.

Finance Branch

This branch provides advice and information on all matters pertaining to financial policies and practices. The branch plans, organizes and directs the development and implementation of the financial administration program for the Board, requiring the co-ordination of budgeting, forecasting, accounting, reporting and contracting functions.

Manuals

- Policy and Procedures Manual — Finance

Director General, Pipeline Regulation

The Director General, Pipeline Regulation is responsible for the integration of all staff activities with respect to the regulation of pipelines. This includes the planning and co-ordinating of all staff work affecting the regulation of oil and gas pipelines, and covers the design, construction, operation, safety, and environmental concerns under Part III of the *National Energy Board Act*, and matters with respect to traffic, tolls, and tariffs under Part IV of the *National Energy Board Act*.

Financial Regulatory Branch

This branch has the prime responsibility for rates, tolls and tariffs, financial advice, and the audit of petroleum export charges and costs of transportation under specific areas of the *National Energy Board Act* and the *Energy Administration Act*. It is also responsible for auditing the accounts of pipeline companies under the Board's jurisdiction and for monitoring the financial performance of pipelines.

Manuals

- Accounting Division Manual

Environment and Right-of-Way Branch

This branch is responsible for the protection of the environment and the administration of land acquisitions for pipelines and international power lines. The branch assesses submissions from concerned landowners regarding the detailed route of those facilities, verifies the accuracy of right-of-way acquisitions, and evaluates the technical requirements related to third-party crossings of pipelines.

Manuals

- An Aid to Effective Environmental Monitoring: The Environmental Issue List
- Environment of Surveillance Manual
- Right-of-Way Group Procedures Manual

Pipelines Engineering and Operations Branch

This branch is principally responsible for pipeline certificates issued under the *National Energy Board Act* and for the regulation of all pipeline facilities under the Board's jurisdiction with respect to safety matters. The branch is the principal source of advice to the Board on capital and operating costs, engineering, and pipelines.

Manuals

- Leave to Open Applications — procedure
- Procedures and Responsibilities — inspection activities, engineering
- Branch Staff at Construction Sites — training co-ordinator; spill incident reporting; construction progress reports
- Engineering Branch Input and Responsibilities of Assistant Directors in Handling Applications

Support Services Branch

This branch provides administrative co-ordination of matters brought before the standing and hearing panels of the Board. The branch also provides library services, general administrative support services, and information technology services to the Board.

Manuals

- General Guidelines for Processing Hearing Applications

Information Technology Branch

This branch is responsible for computer systems services, word processing support, and data processing support to the Board, including consultative service on computer operations, data management, and program design and development. It also provides an advisory service on the latest information processing techniques and applications to meet the Board's needs.

Office of the Secretary

The Office of the Secretary is the focal point for all formal contact with the Board by regulated companies, industry, and the general public. The office prepares and maintains custody of minutes, statutory documents, and other official Board records. The office also provides media and public relations services and administers the *Access to Information Act* and the *Privacy Act*.

Manuals

- Introduction to International System of Units

Law Branch

The branch is responsible for providing legal advice to the Board. Counsel represent the Board at public hearings and before the courts.

Gas Branch

This branch is the focal point for all gas and gas product related regulatory activity, including the licensing of gas and gas products exports. The branch also monitors and controls all matters associated with the Board's obligations for the administration of domestic gas pricing under the *Energy Administration Act*. In addition, the branch plays a supportive role in all other regulatory activity with respect to gas and gas products.

Electric Power Branch

The branch is responsible for electricity export licensing, international power line certification, and regulatory surveillance. The branch prepares supply and demand forecasts for electricity for use in dealing with electrical or other applications, reviews the United States market for electricity, and provides advice to the Board on matters relating to

the production, transportation, sale, and exchange of electricity over which the federal government has jurisdiction.

Oil Branch

This branch is responsible for providing advice in the general area of oil-related energy matters, crude oil and petroleum product exports, international oil exchanges, domestic crude oil disposition, questions of oil pricing, markets, processing, distribution, and the short-term balance of supply and demand for feedstocks and oil products.

Director General, Energy Studies

The Director General, Energy Studies, is responsible for the effective co-ordination and synthesis of all matters relating to energy demand, supply, and surplus, in addition to coordinating major energy studies and enquiries respecting energy supply, demand and surplus under Part II of *National Energy Board Act*.

Economics Branch

This branch advises the Board on economic and socioeconomic matters. Among other duties, the branch analyses the impact of proposed energy projects on the economy of Canada and its regions. It also considers the socioeconomic impact of such projects and assesses the extent to which Canadians will have an opportunity to participate in projects. The branch also maintains an energy statistics unit.

Energy Supply Branch

This branch is responsible for advising the Board on matters of oil and gas exploration, drilling, and production. It forecasts trends in oil and gas supply from conventional, oil sands, synthetic, and frontier sources and it investigates the potential of new energy sources such as enhanced oil recovery, non-conventional gas, alcohols, coal conversion products, biomass, and solar energy. The branch independently calculates the reserves and productive capacity of oil and gas. The Calgary office of this branch is engaged in the calculation of reserves of individual oil and gas pools.

Classes of Records

NEB/FRB-005 *Formerly Identified as:* NEB-340
Rates and Tolls
Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts. *Topics:* Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas. *Retrievability:* Files arranged by company and province. *Special Access Note:* Applications, transcripts and reasons for decision are held in the National Energy Board library.

NEB/FRB-010 *Formerly Identified as:* NEB-350
Accounting and Auditing
Description: Accounting and auditing records and correspondence of pipeline companies under the Board's jurisdiction and of companies holding export licences. *Topics:* Rate of return; depletion allowance; auditing; financial arrangements; financial flowback; annual reports; uniform classification of accounts and document retention; export charge audits. *Retrievability:* Files arranged by subject and company.

NEB/FRB-015 *Formerly Identified as:* NEB-360
Taxation and Duties
Description: Correspondence on taxation and duties. *Topics:* Discount cash flow; Department of Finance tariffs and duties; taxation measures; treatment of income taxes for rate-making purposes; income taxes; other taxes.

NEB/FRB-020 *Formerly Identified as:* NEB-370
Uniform Accounting Regulations for Oil and Gas
Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations. *Topics:* U.S. data; interest during construction; retirement units; cost of service studies; depreciation; document retention; acts and legislation. *Retrievability:* Files arranged by subject, and oil and gas company.

NEB/FRB-025 *Formerly Identified as:* NEB-380
Financial Reports
Description: All financial information on the different oil and gas companies such as earnings, expenses; also quarterly and annual financial reports.

NEB/ERW-030 *Formerly Identified as:* NO REFERENCE
Environmental Aspects of Energy Development (New)
Description: Correspondence on oil, gas and electric power development. *Topics:* Arctic hydrocarbon transportation systems; Northern oil and gas pipelines; offshore oil and gas transportation; other agency reviews — Federal Environmental Assessment and Review Office (FEARO). *Retrievability:* Files arranged by committee, project.

NEB/ERW-035 *Formerly Identified as:* NO REFERENCE
Environmental Implications of Oil and Gas Pipeline Operations (New)
Description: Correspondence on environmental aspects of operating pipelines and facilities including storage and processing facilities. *Topics:* Right-of-way conditions, gas plant emissions, tank farms, loading facilities, etc.

NEB/ERW-040 *Formerly Identified as:* NEB-590
Lands and Routing (Revised)
Description: Correspondence on land-use concerns; on complaints of landowners concerning pipeline construction; applications for plan, profile and book of reference approval; applications for right of entry; notices for land acquisition and applications to purchase or sell land, buildings, equipment, or to abandon pipelines. *Topics:* Complaints by landowners; plan, profile and book of reference applications; notices for service, publication and public hearings; cost recovery; right-of-entry applications; land acquisition procedures; application to sell/acquire land and property; applications to abandon pipelines. *Retrievability:* Files arranged by pipeline company for purchases, sales, leases, and abandonments; plan, profile and book of reference and right-of-entry applications. Complaints are filed by name of landowner, location and pipeline company.

NEB/ERW-045 *Formerly Identified as:* NO REFERENCE
Environmental Incidents or Emergencies (New)
Description: Reports of environmental inspection of spills of oil, products or other substances and their impact on the environment. *Topics:* Leaks, breaks, spillage, environmental impact, clean-up, restoration. *Retrievability:* Files arranged chronologically by incident and by pipeline company.

NEB/ERW-050 *Formerly Identified as:* NO REFERENCE
Environmental Associations and Committees (New)
Description: Correspondence between the Board and various pipeline, industry, and environmental associations; information on liaison with various committees, conferences, oil and gas pipeline companies, and environmental agencies. *Topics:* Environmental regulatory matters; co-operation and liaison with oil and gas pipeline companies, interdepartmental committees on environmental matters. *Retrievability:* Files arranged by association, committee, conference and pipeline company.

NEB/ERW-055 *Formerly Identified as:* NO REFERENCE
Environmental Assessment, Surveillance and Monitoring (New)
Description: Published information on the environmental aspects of applications for certificates and orders to build a pipeline or power line, to commence construction, or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties, surveillance and monitoring reports. *Topics:* Applications for certificates and orders; environmental information submitted prior to construction of a pipeline or power line; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of facility by a pipeline; appeals and interventions; environmental assessment of the effects of pipelines or power lines; environmental surveillance; *Retrievability:* Files arranged by company and location of pipeline. *Special Access Note:* Applications to build a pipeline, transcripts of hearings and reasons for decisions are held in the Board library.

NEB/PEO-060 *Formerly Identified as:* NEB-570
Pipeline Development Projects
Description: Correspondence on Northern oil and gas development. *Topics:* Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project. *Retrievability:* Files arranged by task force committee.

NEB/PEO-065 *Formerly Identified as:* NEB-580
Operation of Oil and Gas Pipelines
Description: Correspondence on the operation and maintenance of pipelines. *Topics:* Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline.

NEB/PEO-070 *Formerly Identified as:* NEB-600
Pipeline Incidents or Accidents
Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel. *Topics:* Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension. *Retrievability:* Files arranged by pipeline and location of the leak, break, dent or buckle.

NEB/PEO-075 *Formerly Identified as:* NEB-610
Pipeline Associations and Committees
Description: Correspondence between the Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies. *Topics:* Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies. *Retrievability:* Files arranged by association, committee, conference and pipeline company.

NEB/PEO-080 *Formerly Identified as:* NEB-620
Pipeline Construction
Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties. *Topics:* Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines. *Retrievability:* Files arranged by company and location of pipeline. *Special Access Note:* Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board library.

NEB/SSB-085 *Formerly Identified as:* NEB-50
Public Hearing Process — Applications to the National Energy Board and Reasons for Decision
Description: Copies of all applications made to the Board, exhibits and other public hearing documents and reasons for decision. *Topics:* Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction. *Retrievability:* Files arranged by applicant, company and year. *Special Access Note:* Copies of applications and the Board's reasons for decision are held in the library.

NEB/SSB-090 *Formerly Identified as:* NO REFERENCE
Standing Panel Files (New)
Description: Copies of documents considered at standing panel meetings, including applications on routine and non-routine matters, staff papers, and final documents approved by the panel including letters, regulatory instruments, etc. *Topics:* Certificates and orders — oil and gas pipelines and electric power lines; safety and environmental matters; tolls and tariffs of pipelines under the jurisdiction of the National Energy Board; licences and orders to export (and in some cases, to import) oil, gas, and electricity. *Retrievability:* The documents contained in the standing panel files are duplicated in the Board's subject files. The standing panel files are arranged by panel and by date of meeting and are retained for approximately two years. *Special Access Note:* Copies of some applications are held in the Board's library for six months after a decision has been rendered.

NEB/OOS-095 *Formerly Identified as:* NEB-10
Certificates, Licences and Orders
Description: Originals of all certificates, licences and orders issued by the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines, electric power lines; licences for the export of oil, gas and electric power; safety orders; rates, tolls and tariffs; miscellaneous orders. *Special Access Note:* See "Prefix Identification of Certificates, Licences, Orders and Permits" issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation).

NEB/OOS-100 *Formerly Identified as:* NEB-20
Minutes of Meetings
Description: Official minutes of all meetings of the Board and officially constituted panels of the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines and electric power lines; licences to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, *Energy Administration Act; Northern Pipeline Act;* supply, demand, surplus of oil, gas and electric power. *Storage Medium:* Microfilm.

NEB/OOS-105 *Formerly Identified as:* NEB-30
Parliamentary and Ministerial Enquiries
Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply. *Topics:* Parliamentary enquiries — may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy-related matters for which the Board is responsible — certification of interprovincial and international oil and

gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies.

NEB/LAW-110 *Formerly Identified as:* NEB-430
Legal Opinions
Description: Legal opinions prepared by the branch for the purpose of giving advice to the Board. *Topics:* Duties and powers of the Board under the *National Energy Board Act;* Board jurisdiction; requirements of natural justice; interpretation of legislation.

NEB/LAW-115 *Formerly Identified as:* NEB-440
Statutes and Regulations
Description: Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations. *Topics: National Energy Board Act* and Regulations; *Energy Administration Act; Northern Pipeline Act.*

NEB/LAW-120 *Formerly Identified as:* NEB-450
Legal Cases
Description: Decisions rendered by the courts that may affect the work of the Board. *Topics:* Administrative tribunals; American law; *Bill of Rights;* combines; *Pipeline Act.*

NEB/LAW-125 *Formerly Identified as:* NEB-460
Litigation
Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions. *Topics:* Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings — reasons for decision; subpoenas. *Retrievability:* Files arranged by style of cause.

NEB/GAS-130 *Formerly Identified as:* NEB-390
Natural Gas Pricing and Marketing
Description: Correspondence on marketing and pricing of natural gas and products, and reports of revenue flowback by gas or pipeline companies. *Topics:* Special market research; market value; propane and butane pricing; revenue flowback by gas and pipeline companies; *Petroleum Administration Act,* Part III (Domestic Gas Pricing). *Retrievability:* Files arranged by subject and gas or pipeline company.

NEB/GAS-135 *Formerly Identified as:* NEB-400
Import and Export Gas Licences
Description: Applications and related correspondence for a licence to export or import natural gas, liquefied natural gas or liquefied petroleum gas and the interventions submitted by interested parties. *Topics:* Emergency orders to export natural gas and liquefied natural gas; licences to export and import natural gas, liquefied natural gas and liquefied petroleum natural gas; interventions; combined hearings (two or more companies applying jointly for a licence). *Retrievability:* Files arranged by subject, company and year of application.

NEB/GAS-140 *Formerly Identified as:* NEB-410
Export Control of Gas Products
Description: Information on licences and applications for the export of gas products; also proceedings of the Gas Panel, which includes reports to the Board and approval of export orders. *Topics:* Policy; instructions to the applicants; auditing; forms of licences; proceedings of the Gas Panel; applications for licences; monitoring of export volumes and prices. *Retrievability:* Files arranged by subject and applicant company.

NEB/GAS-145 *Formerly Identified as:* NEB-420
United States Regulatory Agencies for Natural Gas and Gas Products
Description: Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters. *Topics:* Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates; natural gas survey.

NEB/EPB-150 *Formerly Identified as:* NEB-60
Licences and Orders for the Export of Electricity
Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time. *Topics:* Application to export electricity in an emergency; to Canadian utilities. *Retrievability:* Files arranged by power company.

NEB/EPB-155 *Formerly Identified as:* NEB-70
Canadian Electric Power Projects
Description: Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power. *Topics:* Electric power projects and studies — Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation — power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled. *Retrievability:* Files arranged by project or study.

NEB/EPB-160 *Formerly Identified as:* NEB-80
Construction of International Electrical Power Lines
Description: Applications for certificates and supporting documents to construct or modify existing power lines. *Topics:* Policy; environmental guidelines; interventions filed by interested parties. *Retrievability:* Files arranged by power company.

NEB/EPB-165 *Formerly Identified as:* NEB-90
Inspection of Meters
Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international power lines. *Retrievability:* Files arranged by power line certificate holder.

NEB/EPB-170 *Formerly Identified as:* NEB-100
Associations and Committees on Electric Power
Description: Information on liaison with power transmission companies, associations and conferences on electrical matters. *Topics:* Reports on, and agendas of, meetings and conferences; associations; power and transmission companies. *Special Access Note:* Some files have been transferred to the Historical Branch of Public Archives Canada.

NEB/EPB-175 *Formerly Identified as:* NEB-110
Electric Power Failures
Description: Information on selected electric power interruptions. *Topics:* Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965.

NEB/EPB-180 *Formerly Identified as:* NEB-120
United States
Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems. *Topics:* Atomic Energy Commission; Acts and Regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; North American Electric Reliability Council; U.S. power — failures, projects, shortages, rates and statistics.

NEB/EPB-185 *Formerly Identified as:* NEB-130
Statistics
Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity. *Topics:* Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report; Canadian Electric Utilities: Analysis of Generation and Trends. *Retrievability:* Files are arranged by

company and forecast. *Special Access Note:* Report on Ontario Hydro forecast of load and capacity is held in the Board library.

NEB/OIL-190 *Formerly Identified as:* NEB-470
National Oil Policy
Description: Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board. *Topics:* Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer — gasoline; control of movements across Ottawa Valley line; petrochemical industry — export and import; oil import and transfer program; crude oil price survey; oil import cost compensation program; deep water facilities.

NEB/OIL-195 *Formerly Identified as:* NEB-480
Allocation of Oil
Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency.

NEB/OIL-200 *Formerly Identified as:* NEB-490
Liaison with United States on Oil Matters
Description: Correspondence with United States federal government and agencies on oil matters. *Topics:* Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and returns on pipeline incidents and petroleum matters. *Retrievability:* Files arranged by subject under the United States block of files.

NEB/OIL-205 *Formerly Identified as:* NEB-500
Crude Oil Movements by Pipeline
Description: Correspondence on pipeline capability and the availability of crude oil; also nomination, by refinery, of crude oil requirements. *Topics:* Pipeline capability — pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude.

NEB/OIL-210 *Formerly Identified as:* NEB-510
Export Charge for Crude Oil and Oil Products
Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies. *Topics:* Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges. *Retrievability:* Files arranged by subject and company.

NEB/OIL-215 *Formerly Identified as:* NEB-520
Export Control of Crude Oil, Condensates and Products
Description: Information on policy, forms of licences and orders, applications for licences or orders to export crude oil, condensates and products, decisions and reports of the export panel. *Topics:* Policy; instructions to applicants; licence and order forms; Canadian requirements and availability for export; proceedings of Export Panel. *Retrievability:* Files arranged by company.

NEB/OIL-220 *Formerly Identified as:* NEB-530
Enquiry Hearings on the Canadian Oil Supply and Requirements
Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978. *Topics:* Public hearings — Canadian oil supply requirements; submissions by companies on reserves and demand. *Retrievability:* Files arranged by year of public hearing.

NEB/OIL-225 *Formerly Identified as:* NEB-540
Exchange Agreements on Crude Oil
Description: Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence. *Topics:* Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements. *Retrievability:* Files arranged by Canadian and United States oil companies.

NEB/OIL-230 *Formerly Identified as:* NEB-550
Crude Oil Statistics on Refinery Production
Description: Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence, and the amount of products exported each month. *Topics:* Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return. *Retrievability:* Files arranged by company. *Special Access Note:* Most of these statistics are supplied confidentially to the National Energy Board by individual companies. Information can therefore be released only as a combined total of all companies. *Storage Medium:* Computer disc or tapes.

NEB/OIL-235 *Formerly Identified as:* NEB-560
Oil Refining Capacity and Processing
Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing. *Topics:* Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Québec, Region 1 and 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey, Region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85.

NEB/ECB-240 *Formerly Identified as:* NEB-260
Long-term Energy Demand
Description: Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects. *Topics:* Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition; licences and orders; export control. *Retrievability:* Files arranged by subject and company.

NEB/ECB-245 *Formerly Identified as:* NEB-270
Macroeconomic Forecasts on the Canadian Economy
Description: Macroeconomic forecasts on the Canadian economy and their relationship to energy forecasts. *Topics:* Statistical reports and returns; macroeconomic forecasting model studies; committees, boards, commissions, etc. related to macroeconomic forecasting. *Retrievability:* Files arranged by subject and committee.

NEB/ECB-250 *Formerly Identified as:* NEB-280
Energy Supply and Demand Statistics
Description: Information on energy supply and demand and related data for all energy commodities. *Topics:* Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data. *Retrievability:* Files arranged by subject and committee.

NEB/ECB-255 *Formerly Identified as:* NEB-290
Canadian Content in Energy Projects
Description: Information on Canadian content and industrial benefits of energy projects. *Topics:* Studies; specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

NEB/ECB-260 *Formerly Identified as:* NEB-300
Economic Benefits of Proposed Energy Projects
Description: Analyses of the economic viability of, and benefits from, projects. *Topics:* Viability analyses; cost-benefit — committees, studies, specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

NEB/ECB-265 *Formerly Identified as:* NEB-310
Socioeconomic Impact of Pipeline Projects
Description: Information on the regional economics of pipeline projects and their impact on socioeconomic factors. *Topics:* International developments; socioeconomic studies; exploration and development; socioeconomic impacts of specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

NEB/ECB-270 *Formerly Identified as:* NEB-320
Economic Considerations in Setting Pipeline Tolls
Description: Information on the operations of pipeline companies and the economic considerations in setting tolls. *Topics:* Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders. *Retrievability:* Files arranged by subject and company.

NEB/ECB-275 *Formerly Identified as:* NEB-330
Energy Supply, Surpluses and Reserves
Description: Information on the supply side of enquiry hearings, renewable energy, reserves and surpluses. *Topics:* Energy supply; renewable energy; reserves and surpluses — particular applicants; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

NEB/ESB-280 *Formerly Identified as:* NEB-140
Associations, Committees and Conferences on Energy Supply
Description: Information on applications and supporting documents for hearings held on the energy supply. *Topics:* Supply data originating from energy supply and demand hearings. *Retrievability:* Files arranged by year and company. *Special Access Note:* Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board library.

NEB/ESB-285 *Formerly Identified as:* NEB-160
Oil, Natural Gas Liquids (NGL) and Natural Gas Production
Description: Information on historical and current production of hydrocarbons in Canada. *Topics:* Crude oil and equivalent; NGL; natural gas. *Retrievability:* Files arranged by product and province.

NEB/ESB-290 *Formerly Identified as:* NEB-170
Oil and Natural Gas Reserves
Description: Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques. *Topics:* Gas, reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery. *Retrievability:* Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff.

NEB/ESB-295 *Formerly Identified as:* NEB-180
Gas Processing and By-Products
Description: Published material on the extraction of by-products from natural gas and the production of synthetic natural gas. *Topics:* Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas.

NEB/ESB-300 *Formerly Identified as:* NEB-190
Statistical Reports
Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts. *Topics:* Long-term energy; energy demand; production statistics. *Retrievability:* Files arranged by subject and province.

NEB/ESB-305 *Formerly Identified as:* NEB-200
Renewable Energy
Description: Published material and correspondence on renewable energy. *Topics:* Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat.

NEB/ESB-310 *Formerly Identified as:* NEB-210
Nuclear Energy
Description: Published material and correspondence on nuclear energy. *Topics:* Heavy water; uranium; fusion.

NEB/ESB-315 *Formerly Identified as:* NEB-220
Energy Cost and Pricing
Description: Correspondence on costs and pricing of energy. *Topics:* Cost data; profitability data and studies; royalties.

NEB/ESB-320 *Formerly Identified as:* NEB-230
Coal
Description: Published material and correspondence on coal. *Topics:* Forecasts; coal-gasification, liquefaction, reserves.

NEB/ESB-325 *Formerly Identified as:* NEB-240
Exploration and Development
Description: Information on exploration for and development of hydrocarbon resources in Canada. *Topics:* Oil and gas discoveries and development — Western Canada and northern and offshore areas; petroleum industry activity.

NEB/ESB-330 *Formerly Identified as:* NEB-250
Gas and Oil Storage
Description: Published material and correspondence on oil and gas storage projects. *Topics:* Province of Ontario; Home Oil Company — Strait of Canso Storage Project. *Retrievability:* Files arranged by province and company.

Deleted Classes of Records

NEB-40 Finance Travel and Removal — Authority to Attend Meetings, Seminars and Conferences.
NEB-150 Hearings (see NEB/ESB-280 **Associations, Committees and Conferences on Energy Supply**)

NATIONAL FARM PRODUCTS MARKETING COUNCIL

Chapter 62

NATIONAL FARM PRODUCTS MARKETING COUNCIL

Background

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the *Farm Product Marketing Agencies Act*. The Council works with these agencies and with provincial governments and their marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Access Procedures

Administration Chief
National Farm Products Marketing Council
Martel Building, 13th Floor
270 Albert Street
P.O. Box 3430
Station D
Ottawa, Ontario
K1P 6L4

Classes of Records

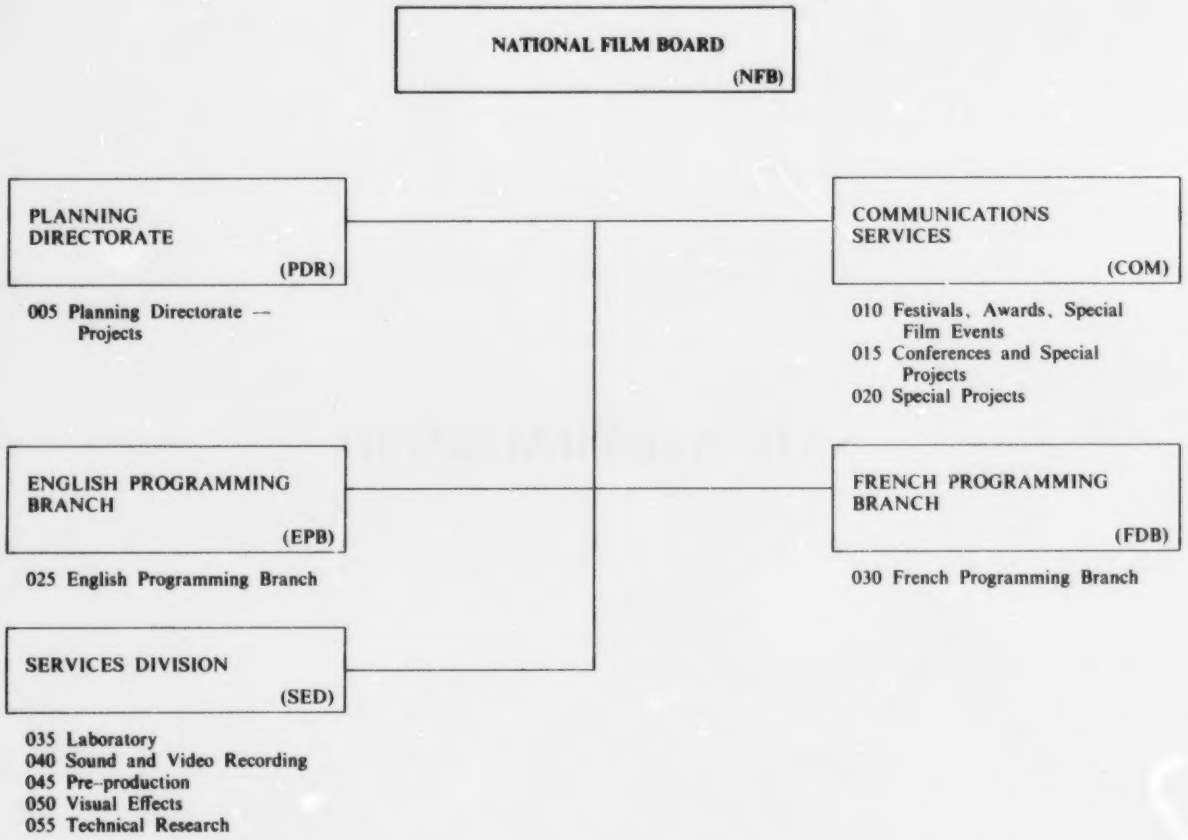
FPM/FPM-005 *Formerly Identified as:* NFPMC-10
Marketing Operations
Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. *Topics:* Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities — animal and animal products, grains and oilseeds, horticulture and special crops; liaison with organizations concerned with marketing (minutes of proceedings). *Retrievability:* Records are located at the headquarters of the National Farm Products Marketing Council.

FPM/FPM-010 *Formerly Identified as:* NFPMC-20
Canadian Marketing Agencies
Description: Information on Canadian marketing agencies such as the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency and the Canadian Chicken Marketing Agency. *Topics:* Provincial levies; information services; claims; hearings; licensing; penalties and offences; producer quotas; cost of production; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). *Retrievability:* Records are located at headquarters. *Storage Medium:* Recordings — council meetings and in-camera hearings.

NATIONAL FILM BOARD

Chapter 63

NATIONAL FILM BOARD



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL FILM BOARD
P.O. BOX 6100, STATION A
ST. LAURENT, QUEBEC
H3C 3H5

NATIONAL FILM BOARD

Background

The National Film Board (NFB) was established by an Act of Parliament passed on May 2, 1939, and revised in 1950. Its mandate is to produce and distribute and to promote the production and distribution of Canadian film and video. The NFB reports to the Minister of Communications.

Overall Responsibilities

The NFB's purpose is to make films which are distinctively Canadian, reflect the bilingual, multi-cultural and regional realities of this country, and answer the social and cultural needs of its citizens. NFB productions are distributed on film and videocassette and are available through Canadian theatres, library collections and the NFB's own Audio-Visual Centres. NFB films are seen on broadcast and specialized television across the country. The NFB also operates an International Commercial Service to sell and market its films abroad. Films are available through NFB offices and Canadian diplomatic missions in 80 countries abroad.

NFB films are produced by two distinct English and French program branches, which are also responsible for marketing their films to their respective audiences. The NFB began to decentralize its production studios in the early 1970s and the ensuing years have seen production studios develop in Vancouver, Edmonton, Winnipeg, Toronto, Moncton, and Halifax as well as in Montréal. There is a permanent creative staff in Montréal, though a large proportion of NFB films are made by freelance independent filmmakers. The NFB is a totally integrated production house, with an average annual production of approximately 100 original films and 50 versions and adaptations of existing films. The NFB produces versions of its films in up to 60 different languages for foreign distribution. The Technical Services Division also undertakes advanced technical research and development to advance the art and technology of film and video.

The NFB is also mandated to play an active role training people in all aspects of filmmaking.

Organization

The board of trustees of the National Film Board is composed of the Canadian Government Film Commissioner — who is both the chairperson and chief executive officer of the NFB — and eight other members appointed by the Governor-in-Council, three of whom are selected from the Public Service of Canada or the Canadian Armed Forces and five from the public at large. The NFB is managed by the Canadian Government Film Commissioner and by the directors of the English Programming Branch, French Programming Branch, Services Division, Administration, Finance and Personnel Division, Planning Directorate and Communication Services.

The head office of the NFB is in Ottawa, while its operational headquarters are located in Montréal.

Major Publications

Catalogues

The complete NFB 16mm film and video catalogues are available in English and French, with a PRECIS index. They list films and television productions from the NFB, CBC, Radio-Canada, the library of Canadian travel films, and from selected Canadian independent filmmakers.

Specialized Catalogues and Brochures — English Language

- Film Canadiana
- Our Bodies, Our Minds (Catalogue on Health Education)
- Canadian Literature on Film
- Geography Films
- Films for Science and Environmental Studies
- Films for Primary and Elementary Grades
- Films for Family Life Studies
- Films for Outdoor Education
- Exploring Likenesses and Differences with Films (reprint)
- Images of Our Culture (reprint)
- The NFB Canada Map Resource Manual (included in the Education Kit)
- Beyond the Image: A Guide to Films About Women and Change (Second Edition)
- NFB Education Update — A Newsletter for Educators
- Feeling Yes, Feeling No (four guides)
- Film Clips (Film Program — Toronto/issued four times a year)
- Showcase '85 (Toronto)
- Free Films to Television (Ottawa)
- Television Index
- Video With a Difference (Pacific region video rental collection)
- Interim Video Rental Catalogue (for the Prairie region)
- Western Canada Showcase '85 (Prairies)
- Film Information Sheets
- Film Study Guides

Specialized Canadian Catalogues and Brochures — French Language

- Cahier d'activités créatrices accompagnant le film Mascarade
- Films gratuits pour la télévision (Ottawa)
- Index télévision
- Répertoire des productions de l'office national du film du Canada disponibles pour location sur vidéocassette

Publications for International Markets

- NFBC — Films Without Commentary Catalogue
- ONFC — catalogue des films sans commentaires
- 1984/1985 NFBC International Film and Video Guide
- ONFC — répertoire international de films et vidéos 1984/85
- Catalogue MAP 1985
- Portuguese Catalogue "catalogo de filmes y video cassettes"
- Canadian Travel Films/Addition to Catalogue
- Addition au catalogue des films touristiques Canadiens

Technical and Production Services (Services Division)

- Perforations (bilingual)

Communications Service

- Annual Report (bilingual)
- All About Us "nos images à notre image"
- News releases (bilingual)
- NFB News/Nouvelles en bref
- Newsclips/Revue de presse
- Communications (bilingual)

Key contacts

Please direct requests for general information about the National Film Board to

Records Manager
Telephone: (514) 283-9080

Media, Parliamentary and Corporate Relations

Director of Communications
Telephone: (514) 283-9253

Library

Librarian
Telephone: (514) 283-9045

Access Procedures

Formal requests for access under the *Access to Information Act* should be directed to

Access to Information and Privacy Co-ordinator
National Film Board
P.O. Box 6100, Station A
St. Laurent, Québec
H3C 3H5
Telephone: (514) 283-9248

Office of the Commissioner

The Government Film Commissioner advises the Minister and the government on matters relating to film and video. He/she is chairperson of the Board of Trustees, and chief executive officer of the NFB. The Commissioner is responsible for all programming, administrative and policy decisions as well as the day to day operations and management of the NFB. The Commissioner is supported by an executive assistant and secretary to the board and senior secretaries in Ottawa and Montréal. The internal auditor and director of Communication Services report to the Commissioner.

Administration, Finance and Personnel Division

This division provdies for overall management of NFB resources, financial planning and personnel management and counsel; it also administers data processing services and prepares financial statements.

Planning Directorate

The Planning Directorate assures that institutional objectives are established, monitored and evaluated; its also undertakes research to assist management in policy and programming decisions.

Communications Services

Communications Services operates programs for NFB staff, public and media; prepares speeches and documents for the Government Film Commissioner, develops the corporate image of the NFB; handles corporate public relations through special projects, public and media visits to the Film Board, and with the media; and is responsible for the NFB's participation in festivals, retrospectives and other film events. It also oversees NFB participation in conferences and corporate projects (internal and external corporate communications), and co-ordinates minutes of board meetings, speeches, articles, policy and planning decision papers, and presentations to Parliamentary committees.

English Programming Branch

This branch produces and markets English language films and videos in documentary, animation and fiction forms to reach audiences in Canada and abroad on relevant social and cultural issues. These programs are produced in five studios in Montréal, and one each in Halifax, Toronto, Winnipeg, Edmonton and Vancouver. English production uses permanent staff and freelance filmmakers, and sometimes co-produces with outside organizations. The International Commercial Service, which is administered by the English Program Branch, ensures sales of NFB productions in French and English outside Canada.

French Programming Branch

This branch produces and markets films and videos in French to reach audiences in Canada and abroad on social and cultural issues, and is responsible for marketing its productions in Canada. The branch produces documentaries, fiction, and animation from its headquarters in Montréal and from regional production centres in Moncton, Toronto and Winnipeg. French production uses permanent staff and freelancers to produce its films.

Services Division

This division provides technical production services and a versions service for the programming branches, and operates a technical research and development section. It is also responsible for distribution services, including the delivery of prints and operation of libraries and film deposits in NFB audio- visual centres in Canada.

Classes of Records

NFB/PDR-005 *Formerly Identified as:* NO REFERENCE
Planning Directorate — Projects (New)
Description: Planning Directorate projects. *Topics:* CRTC intervention on pay TV, specialized services for youth 1983; Young Canada Television/ Téléjeunesse application, 1984; intervention on copyright revisions 1984; research on broadcasting, operational plans 1985-86-87, Part III of estimates 85-86.

NFB/COM-010 *Formerly Identified as:* NFB-110
Festivals, Awards, Special Film Events
Description: Information on the various festivals awards, and film events in which the NFB participates (and awards received). *Topics:* Selection of films; registration for the festival; film event contacts with the press and filmmakers participating in the festival/film event.

NFB/COM-015 *Formerly Identified as:* NFB-120
Conferences and Special Projects
Description: Information on participation by the NFB in various film-related projects. *Topics:* Exhibits; workshops; corporate participation in film industry events.

NFB/COM-020 *Formerly Identified as:* NFB-130
Special Projects
Description: Information on NFB communications with public, government, NFB staff, and media. *Topics:* Contacts with the news media; publication of press releases; brochures; annual report; internal communications; visits to NFB and filmmakers' visits to educational institutions.

NFB/EPB-025 *Formerly Identified as:* NFB-10
English Programming Branch (Revised)
Description: Information on the production and marketing of films and video. *Topics:* Scripts; budgets; contracts; financial statement; research material; rights; correspondence; information on marketing of NFB films in Canada and abroad; negotiation of contracts for television and theatres; research-audience surveys; new markets; community, national and international distribution; distribution of CBC, Radio-Canada and private industry films, promotion and publicity. *Retrievability:* Files arranged by film, title and type of distribution.

NFB/FPB-030 *Formerly Identified as:* NFB-20
French Programming Branch (Revised)
Description: Information on the production and marketing of NFB French language films and video. *Topics:* Scripts; budgets; contracts; financial statements; research material; rights; correspondence; information on marketing NFB films in Canada; negotiation of

contracts for television and theatres; research audience surveys, new markets, community and national distribution.

NFB/SED-035 *Formerly Identified as:* NFB-60
Laboratory
Description: Information on the processing of film and video technology. *Topics:* Quality control: chemistry; timing; sensitometry; printing and development; inspection of printing material; negative cutting; printing material library; stock film and shot library. *Retrievability:* Files arranged by film titles.

NFB/SED-040 *Formerly Identified as:* NFB-70
Sound and Video Recording
Description: Information on sound and projection recording. *Topics:* Mixing; transfer; quality control; projection. *Storage Medium:* Magnetic tape-sound. *Retrievability:* Files arranged by film titles.

NFB/SED-045 *Formerly Identified as:* NFB-80
Pre-production
Description: Information on technical support for film productions. *Topics:* Camera maintenance; reservations for technicians; lighting; stores, stage reservations; carpentry, props, etc. *Retrievability:* Files arranged by film titles.

NFB/SED-050 *Formerly Identified as:* NFB-90
Visual Effects
Description: Information on animation, opticals and titling. *Topics:* Animation photography; film credits; optical and special effects. *Retrievability:* Files arranged by film.

NFB/SED-055 *Formerly Identified as:* NFB-100
Technical Research
Description: Information on testing and analysis of new materials for professional cinematography video and audio-visual technology and upgrading of existing pieces of equipment. *Retrievability:* Files arranged by type of equipment.

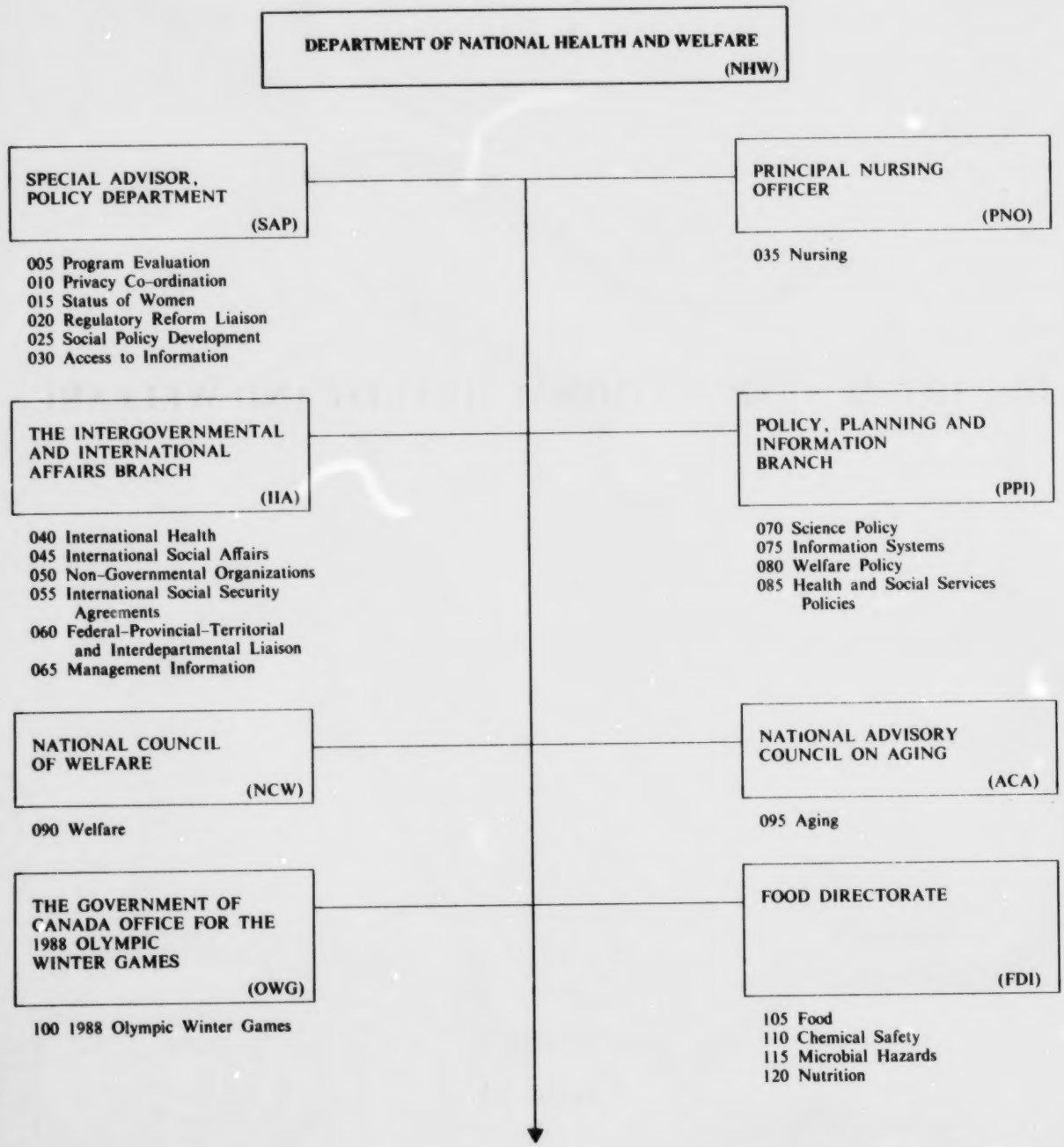
Deleted Classes of Records

NFB-30 Canadian Distribution
NFB-40 International Distribution
NFB-50 Distribution Services
NFB-140 Film Projects

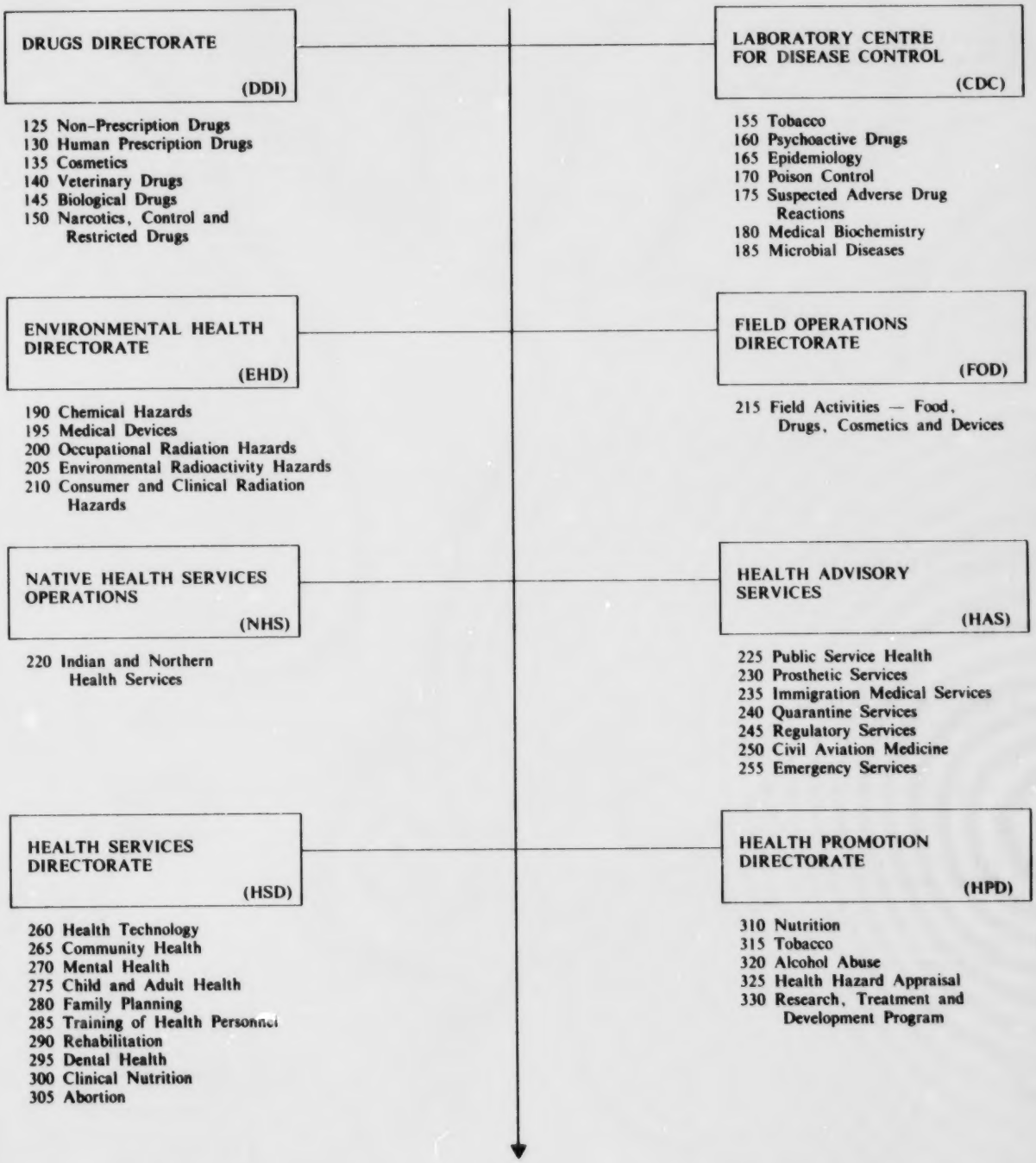
DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Chapter 64

DEPARTMENT OF NATIONAL HEALTH AND WELFARE



DEPARTMENT OF NATIONAL HEALTH AND WELFARE



DEPARTMENT OF NATIONAL HEALTH AND WELFARE

EXTRAMURAL RESEARCH PROGRAMS DIRECTORATE (ERD)

335 National Health Research and Development Program

INCOME SECURITY PROGRAMS BRANCH (ISP)

340 Policy, Legislation and Planning
345 Statistics and Trends Analysis
350 Agreements — International Social Security
355 Systems Development
360 Canada Pension Plan Advisory Committee
365 Legislation — Interpretation; Application; Appeals Administration
370 EDP Programs Co-ordination and Maintenance
375 Regional Operations — Client Services
380 Disability Determination — Benefit Administration
385 Canada Pension Plan Benefit Administration — Central Operations
390 International Operations

CANADA ASSISTANCE PLAN DIRECTORATE (CAP)

395 Canada Assistance Plan

NEW HORIZONS DIVISION (NHD)

400 New Horizons

SOCIAL DEVELOPMENT DIRECTORATE (SDD)

405 Social Services Development

NATIONAL WELFARE GRANTS DIVISION (WGD)

410 Welfare Grants

FITNESS AND AMATEUR SPORT BRANCH (FAS)

415 Sport Canada
420 Fitness Canada

DIRECTOR
ACCESS TO INFORMATION
THE OFFICE OF THE
DEPUTY MINISTER
DEPARTMENT OF NATIONAL
HEALTH AND WELFARE
ROOM 2110, JEANNE-MANCE
BUILDING
TUNNEY'S PASTURE
OTTAWA, ONTARIO
K1A 0K9

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Background

The Department of National Health and Welfare was established in 1944 by the *Department of National Health and Welfare Act* for the purpose of promoting and preserving the health, social security and social welfare of the people of Canada over which Parliament has jurisdiction. The new Department administered the National Health Section of the Department of Pensions and National Health and the *Family Allowances Act* which came into force on July 1, 1945. Since then, advances in the fields of health, social security and social welfare have led to the introduction of a number of new and extensive programs. Each year the federal government devotes about one-third of its total budget to the Department. Most of these funds are returned to the people of Canada through departmental programs.

The Department's mandate also includes the Fitness and Amateur Sport Program and the participation of the Government of Canada in the 1988 Winter Olympics which were transferred to the Minister of National Health and Welfare in October 1982.

Laws and Regulations

The following is a list of the legislation and regulations administered by the Department for which it is either wholly or partly responsible:

Deputy Minister

- Department of National Health and Welfare Act

Health Protection Branch

- Food and Drugs Act and Regulations
- Narcotic Control Act and Regulations
- Radiation Emitting Devices Act and Regulations
- Environmental Contaminants Act
- Hazardous Products Act
- Atomic Energy Act and Regulations
- Canada Dangerous Substances Regulations

Medical Services Branch

- Quarantine Act and Regulations
- Immigration Act and Regulations
- Indian Health Regulations
- Potable Water Regulations for Common Carriers
- Public Works Health Act
- Aeronautics Act
- Order-in-Council 1302, Emergency Services

Health Services and Promotion Branch

- Medical Care Act
- Hospital Insurance and Diagnostic Services Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing (EPF) Act, 1977 and Regulations
- Health Resources Fund Act
- Excise Tax Act

Income Security Programs Branch

- Old Age Security Act
- Canada Pension Plan
- Family Allowances Act

Social Service Programs Branch

- Canada Assistance Plan
- Vocational Rehabilitation of Disabled Persons Act
- Blind Persons Act
- Disabled Persons Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing (EPF) Act, 1977 and Regulations
- Unemployment Assistance Act
- Excise Tax Act
- Nursing Home Care Benefits Regulations
- Young Offenders Agreements
- Divorce Act of Canada (1968)
- New Horizons Program
- National Welfare Grants

Fitness and Amateur Sports Programs Branch

- Fitness and Amateur Sports Act

Overall Responsibilities

Departmental health programs are designed to reduce illness and untimely death associated with hazards in the environment, both man-made and natural; to protect and enhance the health of those Canadians whose care, by legislation or custom, is the responsibility of the Department; and to develop, promote and support measures designed to preserve and improve the health of Canadians.

Departmental welfare programs are designed to maintain and improve the income security and the social well-being of Canadians. Fitness and Amateur Sport programs are designed to promote, encourage and develop fitness and amateur sport in Canada.

Organization

The Minister of National Health and Welfare is the head of the Department. The Minister of State, Fitness and Amateur Sport, is responsible for the Fitness and Amateur Sport Program and the participation of the Government of Canada in the 1988 Winter Olympics.

The Department is headed by the Deputy Minister of National Health and Welfare who, with the associate deputy minister, is supported by the heads of the staff, line and administrative branches and directorates, by the Special Advisor, Policy Development, and by the Principal Nursing Officer.

The two staff branches, which are headed by assistant deputy ministers, are the Intergovernmental and International Affairs Branch and the Policy, Planning and Information Branch. Both report to the associate deputy minister.

Six branches, each headed by an assistant deputy minister, administer the departmental operational programs. These are the Health Protection, Medical Services, Health Services and Promotion, Income Security Programs, Social Services Programs and Fitness and Amateur Sport branches. The Health Services and Promotion Branch and the Social Services Programs Branch report to the associate deputy minister.

Departmental management control and administration are carried out by the Corporate Management Practices Branch headed by an assistant deputy minister; the Personnel Administration Branch, headed by a director general, and the Internal Audit and Public Affairs Directorates, which report directly to the deputy minister.

General Information

General departmental and branch information is provided by the Public Affairs Directorate through headquarters facilities in Ottawa and regional offices in Vancouver, Edmonton, Winnipeg, Toronto, Montréal and Halifax. Contact may be made in person, by telephone or by writing to the Public Affairs Directorate, Department of National Health and Welfare, at the appropriate following address:

Headquarters

5th Floor, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 996-4950

Vancouver

1055 West Georgia Street
Suite 1402, Royal Centre
P.O. Box 11166
Vancouver, British Columbia
V6E 3P1
Telephone: (604) 666-2083

Edmonton

Room 205, Financial Building
10621-100th Avenue
Edmonton, Alberta
T5J 0B3
Telephone: (403) 420-2758

Winnipeg

Suite 505, Eaton Place
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
Telephone: (204) 949-2508

Toronto

9th Floor
789 Don Mills Road
Don Mills, Ontario
M3C 1T5
Telephone: (416) 966-5536

Montréal

East Tower, Suite 206
200 Dorchester Boulevard West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-2306

Halifax

Suite 111, Simpson's Mall
6960 Mumford Road
Halifax, Nova Scotia
B3L 4P1
Telephone: (902) 426-2038

The Public Affairs Directorate publishes a Directory of Publications, available from headquarters or at any of the regional Public Affairs Directorates (see above). The Directory is also available in public and university libraries.

Libraries

Departmental and branch libraries with reading room facilities are located in Tunney's Pasture, Ottawa, at the following locations:

Departmental Library,
2nd Floor, Brooke Claxton Building
Telephone: (613) 996-4434

The Banting Research Centre Library
Sir Frederick G. Banting Research Centre
Telephone: (613) 993-6527

The Laboratory Centre for Disease Control Library
Laboratory Centre for Disease Control Building
Telephone: (613) 993-4710

The Environmental Health Directorate Library
Environmental Health Centre
Telephone: (613) 996-2635

The Medical Services Branch Program Aids and Resources Centre
Room 1884, Jeanne Mance Building
Telephone: (613) 990-7612

The Health Services and Promotion Branch Library
Room 500, Jeanne Mance Building
Telephone: (613) 996-4513

The Social Service Programs Branch
Social Services Division Resource Centre
Room 926, Brooke Claxton Building
Telephone: (613) 996-8941

Access Procedures

Requests for departmental information under the *Access to Information Act* should be addressed directly to the following, as appropriate

Director
Access to Information
The Office of the Deputy Minister
Department of National Health and Welfare
Room 2110, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 990-7669

or

Corporate Management Branch

Access to Information Co-ordinator
The Office of the Assistant Deputy Minister
Corporate Management Branch
Department of National Health and Welfare
Room 2172, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 990-7526

Health Protection Branch

Access to Information Co-ordinator
The Office of the Assistant Deputy Minister
Health Protection Branch
Department of National Health and Welfare
Tunney's Pasture
Ottawa, Ontario
K1A 0L2
Telephone: (613) 990-8829

Medical Services Branch

Access to Information Co-ordinator
The Office of the Assistant Deputy Minister
Medical Services Branch
Department of National Health and Welfare
19th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L3
Telephone: (613) 990-7738

Health Services and Promotion Branch

Access to Information Co-ordinator
The Office of the Assistant Deputy Minister
Health Services and Promotion Branch
Department of National Health and Welfare
Room 541, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B4
Telephone: (613) 990-8120

Income Security Programs Branch

Access to Information Co-ordinator
The Office of the Director
Legislation Application and Appeals Division
Income Security Programs Branch
9th Floor, Place Vanier, Tower "B"
355 River Road
Ottawa, Ontario
K1A 0L1
Telephone: (613) 993-1274

Social Services Programs Branch

Access to Information Co-ordinator
Office of the Director Planning
Finance and Administration Services
Social Services Programs Branch
Department of National Health and Welfare
Room 920, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5
Telephone: (613) 993-7975

Fitness and Amateur Sport Branch

Access to Information Co-ordinator
Fitness and Amateur Sport Branch
Department of National Health and Welfare
10th Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0X6
Telephone: (613) 996-4510

At the branch level, the Access to Information Co-ordinators make or endorse initial decisions on applications and service to the public. Branch heads decide on the disclosure of information under their control which may be subject to exemptions prescribed in the Act or to third party notification.

At the corporate level, the Director, Access to Information, directs and oversees the implementation of departmental policies and administrative guidelines on the application of the Act throughout the Department, co-ordinates access requests, and is responsible for the settlement of all complaints on issues having to do with applications and service to the public. The deputy minister makes final settlement of complaints or legal actions on disclosure of departmental information.

Complaints and enquiries on the administration of the Act in the Department should be addressed to the Director, Access to Information at the first address given under Access Procedures.

STAFF BRANCHES

Deputy Minister

Overall responsibility for the direction and the operations of the Department rests with the deputy minister, who is its permanent head. The deputy minister and the associate deputy minister are the senior advisors to the Minister of National Health and Welfare on all health and welfare matters and serve on the committee of deputy ministers advising the Minister of State for Social Development on the operation of all social development programs of the federal government.

Special Advisor, Policy Development

The Special Advisor, Policy Development, provides advice to the deputy minister, to senior management and to other staff members on program evaluation co-ordination, privacy co-ordination, the status of women, regulatory reform liaison, social policy development and access to information, and provides general direction to the Directorate of Program Evaluation, the Directorate of the Status of Women and the Directorate of Access to Information.

Manuals

Privacy Co-ordinator

- Administrative Directives — Privacy NHW 404-II

Access to Information

- Administrative Directives — ATI — NHW 404-II
- Interim Departmental Procedures on ATI
- General Guidelines for the Application of Exemptions under ATI
- Quick Reference Guide to Exemptions and Exclusions

Principal Nursing Officer

The principal nursing officer advises the deputy minister on all matters related to nursing in the Department, as well as nationally and internationally.

The Intergovernmental and International Affairs Branch

The branch has responsibility for the co-ordination, monitoring, and where required, initiation of departmental policies and strategies on international and federal-provincial-territorial issues, in the health, social security and social affairs fields, where those issues affect more than one branch or require interdepartmental consultation. It is composed of three organizational units: the International Affairs Directorate, the Federal-Provincial and Interdepartmental Relations Directorate, and the Management Information Directorate.

Policy, Planning and Information Branch

The branch undertakes research on social policy issues, analyzes proposed initiatives in the health and welfare field, and collects, collates and disseminates information on social programs and related socioeconomic conditions in support of the planning and development of departmental policies and programs. In addition, the branch provides financial assistance to the provinces to support development of management information systems for provincial welfare programs.

The branch is composed of two major directorates — Policy Resources Directorate and Information Systems Directorate — and a number of smaller specialist units, all reporting to the assistant deputy minister for the branch.

General information on the operation of the branch and its publications is available from the Public Affairs Directorate.

Manuals

- Branch Human Resources Manual
- Branch Planning Manual
- Legislative Information Services Staff Manual
- Word-Processing Service Manual

EDP Procedures Manuals

- Rate Forecasting Files

- Old Age Security
- Provincial Social Security Assistance (NFLD., P.E.I., N.S.)
- ANSSIR Data Bank Updates
- Postal Code Requests
- Tape Handling
- Systems Operation and Backup
- MAPSIT: User's Reference Manual
- MAPSIT Internal Documentation

National Council of Welfare

The National Council of Welfare was established by the *Government Organization Act*, 1969 as a citizens' advisory body to the Minister of National Health and Welfare. Its mandate is to advise the Minister on matters pertaining to welfare.

The Council consists of 21 members, drawn from across Canada and appointed by the Governor-in-Council. All are private citizens and serve in their personal capacities rather than as representatives of organizations or agencies.

The publications of the Council are available in English and French. For copies please write to the National Council of Welfare, Brooke Claxton Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

National Advisory Council on Aging

The 18-member National Advisory Council on Aging is a citizens' advisory body charged with counselling the Minister of National Health and Welfare on matters relating to the quality of life of Canada's aging population. In addition to advising on programs and policies, the Council reviews needs and problems of older people and recommends remedial action; consults with institutions and groups involved in aging or representing the aged; publishes reports; helps in information dissemination; and stimulates public discussion on aging.

The publications of the Council can be obtained free of charge in both official languages by writing to the National Advisory Council on Aging, Room 1264, Jeanne Mance Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

The Government of Canada Office for the 1988 Olympic Winter Games

The office is responsible for co-ordinating all federal activities in support of the 1988 Olympic Winter Games and for liaison and negotiation with the key bodies associated with the organization of the Games.

PROGRAM BRANCHES

Of the six program branches which administer the departmental operational programs, three pertain to health programs, two to welfare programs and one to fitness and amateur sport.

HEALTH PROTECTION BRANCH

The branch was formed in 1972 through the amalgamation of the Food and Drug Directorate with the Environmental Health Directorate, the Canadian Communicable Disease Centre, the Epidemiology Division, and the Nutrition Division.

The responsibility of the branch is to reduce illness and untimely deaths of Canadians associated with hazards in the environment, both man-made and natural. Specific programs protect the public from any present or potential health hazards in foods, drugs for humans and animals, cosmetics, medical devices, radiation-emitting devices and environmental contaminants. Other programs carry out disease surveillance services, standardize laboratory methods and control psychoactive and psychotropic drugs and tobacco. There is close co-operation and assistance between the federal and provincial governments and liaison with international governments and agencies.

The assistant deputy minister of the branch, supported by Management Processes and by Finance and Administration, administers five operational directorates: the Food Directorate, the Drugs Directorate, the Laboratory Centre for Disease Control, the Environmental Health Directorate and the Field Operations Directorate. Regional offices of the Field Operations Directorate are located in the Atlantic, Québec, Ontario, Central and Western regions.

The Health Protection Branch publishes information for the public, industry and specific groups and also warns of dangers through the media. Branch information for the public may be obtained from the offices of the assistant deputy minister and the regional directors, as follows:

Atlantic Region

5th Floor, Ralston Building
1557 Hollis Street
Halifax, Nova Scotia
B3J 2R7
Telephone: (902) 426-7498

Québec Region

1001 St. Laurent Street West
Longueuil, Québec
J4K 1C7
Telephone: (514) 283-5497

Ontario Region

2301 Midland Avenue
Scarborough, Ontario
M1P 4R7
Telephone: (416) 291-4231

Central Region

310 Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-3004

Western Region

6th Floor
1001 West Pender Street
Vancouver, British Columbia
V6E 2M7
Telephone: (604) 544-3359

Food Directorate

The directorate conducts programs to ensure the safety and nutritional value of food. These include laboratory research, the development and standardization of analytical methods for use by regional laboratories and the development of standards and regulations based on the assessment of monitoring and surveillance data.

Manuals

- Analytical Methods for the Regulatory Analysis of Foods

EDP Systems

- RISK 81 — provides various statistical information about low dose extrapolation of quantal response toxicity data. (NHW/FDI-110)
- Nutritional Content of Menus — describes the nutritional content of seven-day menus defined by the users, with regard to the minimum acceptable intake of nutrients. (NHW/FDI-120)

- Canadian Nutrient File — obtains and maintains current information on nutrients found in foods available in Canada. (NHW/FDI-120)

Drugs Directorate

The directorate is engaged in a wide spectrum of regulatory and research programs aimed at promoting the judicious use of drugs as well as providing assurance to Canadians that the drugs sold in Canada are safe and effective and that cosmetics do not pose safety hazards.

Manuals

For Manufacturers

- Guide for the labelling of drugs for human use (1983)
- Guide for the labelling of drugs for veterinary use
- Guide to Manufacturers on Obtaining Drug Identification Numbers (DIN) and for making Drug Notifications
- Guidelines for Product Monographs — Drugs For Use in Humans (1979)
- Preclinical Toxicologic Guidelines (1981)
- General Guidelines for Preparing and Filing New Drug Submissions — Drugs for Use in Humans (1983)
- Chemistry and Manufacturing Guidelines New Drugs (1981)
- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds
- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations
- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals
- Guidelines for Evaluation of Safety and Efficacy of Anti-mastitis Intramammary Infusion Drugs
- Guidelines for the Preparation of Submissions on Veterinary New Drugs
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions — information drug importers are required to retain about their foreign drug suppliers
- Good Manufacturing Practices for Drug Manufacturers and Importers
- Guide to Consumer Drug Advertising

For Health Professions

- Canadian Drug Identification Code — provides information on drugs marketed in Canada
- General Guidelines for the Use of Methadone in Narcotic Addicts

For Branch Staff

- Administrative Guidelines — interpretations of requirements under the *Food and Drugs Act* and Regulations
- Interpretations — policy guidelines related to product and manufacturing quality

EDP Systems

- Drug Notifications (DN) — assigns drug identification numbers (DIN) to drugs and maintains a record of drug notifications by manufacturer as required by regulations. Data is maintained on approximately 17,000 Canadian prescription and over-the-counter drugs. (Drug)
- Drug Submissions — a common measurement on the status and throughput of drug submissions. (Drugs)
- Drug Abuse System — contains statistical and other timely information on the distribution and control of licit drugs and on the use of illicit drugs and misuse of licit drugs. (NHW/DDI-150)
- Quality Assessment of Drugs (QUAD) — records results of drug tests and the results of drug plant inspections. (NHW/DDI-150)

Laboratory Centre for Disease Control

This directorate provides epidemiological, laboratory surveillance and diagnostic systems for communicable and other diseases; integrated national programs for a microbiological reference service; quality assurance systems in laboratory medicines and options for the control of nosocomial, community and laboratory-acquired infections; and develops options for the controlled use of tobacco and psychotropic drugs.

Manuals

- Bacteriology of Tuberculosis — this manual describes antibiotic sensitivity and classification of mycobacteria
- Staphylococcal Phage Typing of Staphylococcal Micro-organisms
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents — the manual describes the preparation, quality control and testing of a variety of diagnostic antigens and antisera
- Diagnostic Reference Testing of Selected Viruses
- Laboratory Methods for Neisseria Gonorrhea — a manual for the standardization of technology in Canada and for the development of international protocols to be used with reference strain kits
- Plasmid Biology and Recombinant DNA Methodology — a collection of current techniques for application and educational purposes in clinical, public health, research and industrial laboratories
- Educational Videotapes — instructional laboratory videotapes to be used in conjunction with manuals for educational purposes in public health, clinical and university laboratories, other government agencies, industry and international agencies
- Laboratory Methods for the Diagnosis of Legionnaire's Disease
- Protocols for Identification of Neisseria Species
- Laboratory Guidelines for Serotyping and Biotyping Campylobacters
- Guide to Immunization for Canadians
- Guidelines for Infection Control

EDP Systems

- Congenital Anomalies — monitors the incidence of congenital anomalies to facilitate the detection and investigation of significant changes. Participation is voluntary; at present all provinces except Québec are participating. (NHW/CDC-165)
- CDSS (Chronic Disease Surveillance System) — compiles information and risk factors from various sources. Data is obtained from Statistics Canada, Energy, Mines and Resources, Environmental Health Directorate (Radiation Protection) and from periodic small surveys. (NHW/CDC-165)
- Poison Control Statistics — monitors incidences of poisonings and produces quantitative statistics. The data is a result of the voluntary participation of 200 poison control centres in major hospitals. (NHW/CDC-170)
- Poison Control Product Information — distributes descriptions of hazardous products and plants to hospital poison control centres. Participants are manufacturers, importers and Agriculture Canada. (NHW/CDC-170)
- Adverse Reactions to Drugs — provides a monitoring and alerting system to adverse reactions to drugs, cosmetics, and the interaction of these with foods. Participation on a voluntary basis by drug dispensing centres, hospitals, other health institutions and professionals. (NHW/CDC-175)
- Clinical Lab Study System — consists of inter-laboratory studies including human-based reference materials which are used to assess

the accuracy and precision of various biochemical procedures in hospitals and private laboratories in Canada. (NHW/CDC-180)

- Virus Identification Program — accumulates virus identification reports for periodic tabulation, onward transmission to World Health Organization, and (future) statistical analysis. (NHW/CDC-185)
- Observation of Chronic Diseases (NHW/CDC-185)
- Salmonella Identification Program — accumulates salmonella identification reports for periodic tabulation, trend analysis and answering queries; participants in the program include health laboratories, hospitals and other laboratories. Participation is voluntary. (NHW/CDC-185)

Environmental Health Directorate

The directorate is composed of three bureaus, which collectively serve to identify, assess and reduce health hazards in the environment, in consumer products and in medical devices.

Manuals

- Radiation Protection Bureau Policy Respecting the Use of Radionuclides in Humans — ensures a uniform policy for approving physicians for an Atomic Energy Control Board licence

EDP Systems

- Pulmonary Testing System (Mobile) — determines the pulmonary and respiratory performance of selected populations and performs comparisons with accumulated national averages. (NHW/EHD-190)
- Nationwide Evaluation of X-ray Trends (NEXT) — maintains information on diagnostic X-ray doses received by a standard patient to facilitate the design of measures to reduce X-ray exposure of Canadians and to increase the efficiency of radiological health inspection programs. (NHW/EHD-190)
- Medical Devices Notification — maintains a record of medical device notifications by manufacturers. (NHW/EHD-195)
- Occupational Dosimetry Service — maintains information on cumulative radiation exposures for radiation workers in Canada. (NHW/EHD-200)

Field Operations Directorate

The directorate acts as the inspection and enforcement arm of the branch in order to reduce health hazards in marketed products and provides other government agencies with technical assistance.

Manuals

- Inspection Procedures for Food Plant Inspectors
- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year — project specifications
- Laboratory Quality Assurance Standards
- Guidelines and Instructions on Procedures to Be Followed in Educational Services
- Field Operations Directorate Operational Policy Directives
- Code of Practice — General Principles of Food Hygiene for Use by the Food Industry in Canada
- Product Recall Procedures
- Field Operations Directorate Information Booklet
- National Enforcement Reports (Prosecutions, Recalls, Imported Products unacceptable for sale in Canada, Seizures forfeited)
- Ontario Region — Procedures for conducting Compliance Activities

EDP Systems

- Food and Drug Sample Reporting (SRS) — maintains information on drug and food samples collected and analyzed in support of the food and drug inspection program. (NHW/FOD-215)
- Food Plant Inspection Reporting System — contains data compiled from inspections. (NHW/FOD-215)
- Consumers Product Complaint Reporting System (NHW/FOD-215)
- Manufacturers Table — compiles basic information on food (and eventually drug) manufacturers. (NHW/FOD-215)

MEDICAL SERVICES BRANCH

This branch was formed in 1962 from formerly independent services within the Department. These were Indian Health, Quarantine, Sick Mariners, Immigration Services, Civil Aviation Medicine, and Public Service Health.

The objective of the branch is to promote, improve and preserve the health of Canadian citizens whose care, by legislation or custom, is the responsibility of the Department. These clients include the status Indians and Inuit, all residents of the Yukon and Northwest Territories, federal public servants, immigrants, refugees and temporary visitors, international travellers, civil aviation personnel, the physically handicapped and disaster victims.

The assistant deputy minister of the Medical Services Branch directs a branch organized on a regional basis, with headquarters in Ottawa. The headquarters organization consists of: Operations and Policy, Planning and Liaison, as well as financial, administrative and personnel units. Medical Services has ten regional directorates: Atlantic, Québec, Ontario, Manitoba, Saskatchewan, Alberta, Pacific, Yukon Territory, Northwest Territories, and the National Capital Region (including Overseas). Within the regions there are approximately 22 zone offices and 450 points of service. The branch is divided into Native Health Services (comprising Indian and Northern Health Services) and Health Advisory Services (comprising the Immigration Medical Service, the Quarantine and Regulatory Service, Public Service Health, Civil Aviation Medicine, Emergency Services and Prosthetic Services).

General information on the operation and programs of the Medical Services Branch is available from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa and the regional directorates at the following addresses:

Atlantic Region

Room 439
4th Floor, Ralston Building
1557 Hollis Street
Halifax, Nova Scotia
B3J 1V6
Telephone: (902) 426-7392

Québec Region

Guy Favreau Complex, East Tower
200 Dorchester Boulevard West
Suite 202, 2nd Floor
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-2463

Ontario Region

Union Electric Building
370 Catherine Street
Ottawa, Ontario
K1A 0L3
Telephone: (613) 995-6361

Manitoba Region

303 Main Street
Room 500
Winnipeg, Manitoba
R3C 0H4
Telephone: (204) 949-4171

Saskatchewan Region

1855 Smith Street
Regina, Saskatchewan
S4P 2N5
Telephone: (306) 359-5416

Alberta Region

401 Toronto Dominion Tower
Edmonton, Alberta
T5J 2Z1
Telephone: (403) 420-2703

Pacific Region

4th Floor
814 Richards Street
Vancouver, British Columbia
V6B 3A9
Telephone: (604) 666-3173

Northwest Territories Region

Bag 7777
Yellowknife, Northwest Territories
X1A 2R3
Telephone: (403) 873-7047

Yukon Region

Yukon Manor
2 Hospital Road
Whitehorse, Yukon Territory
Y1A 3H8
Telephone: (403) 668-6461

Overseas and National Capital Region

2nd Floor, Bonaventure Building
301 Elgin Street
Ottawa, Ontario
K1A 0L3
Telephone: (613) 990-0600

Manuals

- Branch Directives — policy and procedures on various branch-related subjects
- General Directives — establishes regional policies (Québec region)
- Procedures Manual — establishes procedures for certain jobs, services or routine requests (Québec region)
- Directives to help personnel meet operational requirements such as glasses, dental, fuel and container reports (Québec region)
- Resources Catalogue — provides documentation and audio visual material (Québec region)
- Explanation of Modes of Payment (Québec region)
- Clinical Guidelines for Medical Services Personnel
- Foreign Service Directives
- Medical Officers' Handbook (Immigration Medical Services)
- Occupational Health Nurses Overseas and National Capital Region
- Physicians' Guide
- Program Guidelines — assists all personnel to interpret directives and guidelines issued by Treasury Board, the Department, central and branch headquarters; and gives guidance where no guidelines are available from the above sources (Ontario region)
- Ontario Region Directives
- Regional Interim Directives Manual (Manitoba region)
- South Zone Field Administrative Manual — outlines directives on operational requirements such as glasses, dental, fuel and container reports (Manitoba region)

Native Health Services Operations

The responsibilities of the directorate include the provision of community health services, hospital and dental services, a national native alcohol abuse program, an Indian Involvement Program and an environmental health and surveillance program.

Manuals

- Community Health Representatives (CHR) Program — outlines training of new CHRs
- Clinical Guidelines for Medical Services Personnel — a treatment manual for nurses
- Patient Care in Flight — a treatment manual related to air evacuation procedures
- Native Alcohol Abuse Program (Manitoba region)
- Community Health Nursing — a reference and guideline for all public health programs (Saskatchewan region)
- Tuberculosis Manual — a reference and guideline to detect tuberculosis, referral, treatment and follow-up care
- Regional Tuberculosis Manual (Saskatchewan region)
- Drug Distribution Program Manual — describes regulations and procedures on the ordering of drugs
- School Health Curriculum — a reference and guideline for health teaching modules for every school month and vacation time
- Nursing Manual — a reference book for Indian Health Nurses (Atlantic, Manitoba and Saskatchewan regions)

EDP Systems

- National Activity Reporting System — reports monthly summaries of Community Health Nursing activities. Covers topics such as pre- and post-natal care, family planning, infant and pre-school health and medical examinations (all regions except the Yukon and Northwest Territories). (NHW/NHS-220)
- Dental — captures, processes and presents data on dental services provided by dentists or therapists (systems in Pacific Region, Edmonton and Ottawa only). (NHW/NHS-220)
- Tuberculosis — provides information for controlling treatment of tuberculosis (Pacific region). (NHW/NHS-220)
- Chronic Disease Monitoring — provides information for controlling chronic disease treatments (Pacific, Saskatchewan, Manitoba and Atlantic regions). (NHW/NHS-220)
- Birth Registration — reports place and date of birth, birth weight, mother's age, marital status, residence, details of pregnancy and ethnic origin; data obtained from birth certificate (Pacific, Manitoba, and Atlantic regions). (NHW/NHS-220)
- Death Registration — reports age, sex, residence and medical diagnosis of deceased. Data is obtained from death certificates (Pacific, Manitoba and Atlantic regions). (NHW/NHS-220)
- Immunization Status — records immunization of children and adults for various diseases. Produces monthly reports (Pacific region). (NHW/NHS-220)
- Environmental Contaminants Program — records results of tests for mercury and other contaminants in an individual; reports by region, level of contamination, age and sex. (NHW/NHS-220)
- Indian Master Identification — holds a master file of Registered Indians. (NHW/NHS-220)
- Inventory Control — provides capital assets inventory information (all regions except Saskatchewan and Yukon). (NHW/NHS-220)

- Address Labels — provides a label writing facility for various distributions, including suppliers, special questionnaires and internal mail (all regions except Ontario, the Yukon and Northwest Territories). (NHW/NHS-220)
- Audio Visual — a charging system used to control and plan for the effective distribution and recovery of audio visual materials used in support of educational, promotional and informative programs. (NHW/NHS-220)
- Contracts and Contributions — a system to record and monitor expenses incurred which directly relate to the provision of medical services in the community (Ontario region). (NHW/NHS-220)

Health Advisory Services

The Health Advisory Services comprise centralized health-care services in civil aviation medicine, emergency services, prosthetic services and specified advice in the fields of public service health, quarantine and regulatory and immigration medical services to the Department and other federal government departments and agencies.

Manuals

- Physicians' Guide, Medical Examinations
- Prosthetic Services Operations
- Medical Officer's Handbook
- Immigration Medical Officers Handbook
- Nursing Manual
- Occupational Health Nurses (Overseas region)
- Casualty Simulation
- Disaster Medical Care
- Disaster Nursing in the Student Nurse Curricula
- Emergency Blood Services
- Emergency War Surgery (NATO)
- Environmental Health in Disaster
- Hospital Emergency Planning Manual
- Advanced Treatment Centre
- Blood Donor Pack
- Blood Shadow Depot
- Casualty Collecting Unit
- 50-60 Bed Emergency Hospital
- Hospital Disaster Supplies
- Emergency Public Health Laboratory
- Management of Emergency Delivery
- Management of Human Behaviour in Disaster
- Emergency Hospital (Operating Manuals)
- Development of Community Emergency Welfare Services
- Emergency Clothing in Operations
- Emergency Feeding Manual
- Emergency Lodging Manual
- Emergency Planning Manual for Special Care Facilities
- Institutional Feeding
- Personal Services
- Registry and Inquiry Manual
- The Welfare Centre Kit in Operations

EDP Systems

- Indo-Chinese Refugees — captures and stores data about all Indo-Chinese refugees entering the country since August 1979; records medical information and the need for medical follow-up. (NHW/HAS-235)

HEALTH SERVICES AND PROMOTION BRANCH

The branch was formed in 1978 when the previous Health Programs Branch, consisting of the Health Services, Health Resources and Extramural Research Programs directorates, was joined by the Non-Medical Use of Drugs and Nutrition Units from the Health Protection Branch, and Family Planning from the Social Service Programs Branch.

The responsibilities of the branch are to develop, promote and support measures designed to preserve and improve the health of Canadians by encouraging and assisting them to adopt a way of life that enhances their physical, mental and social well-being, and to provide leadership and co-ordination in assisting the provinces and territories to bring their health services to, and maintain them at, national standards, including the administration of federal contributions to the provinces with respect to hospital insurance, medical care and extended health and care services programs.

The assistant deputy minister of the Health Services and Promotion Branch directs a Planning and Management Services Directorate, four operational directorates and a secretariat: the Health Services Directorate, the Health Promotion Directorate, which maintains regional offices in the Atlantic, Québec, Ontario, Prairie and Pacific Regions, the Health Resources Directorate, the Extramural Research Programs Directorate and the Canadian Blood Committee Secretariat.

General information on the operation and programs of the branch may be obtained from the Public Affairs Directorate, Office of the Chief, Branch Administration. As well as the Department Directory of Publications, a Branch Directory of Publications is available.

Health Services Directorate

The directorate develops and implements, in co-operation with provinces, territories and other federal departments, guidelines and standards for health care services and facilities; provides consulting services to provincial governments and other federal departments; provides financial assistance and consulting services to provinces and voluntary health organizations; provides training, supply and distribution requirements of health personnel and manages programs concerned with health technology, institutional and professional health services, health assessment, community, and mental health.

Manuals

- Terms and Conditions for Grants to National Voluntary Health and Social Service Organizations

Health Promotion Directorate

The directorate develops and implements programs of health information, education and health promotion. Programs include nutrition, smoking, drugs, alcohol, health risk assessment, women and health, child health, birth planning, school health education, the elderly, and health protection in the work place.

Manuals

- Health Promotion Contributions Program Guide for Applicants — assists applicants in understanding the mandate and the administrative and financial procedures of the program

Extramural Research Programs Directorate

The directorate administers the National Health Research and Development Program (NHRDP) in support of health research, demonstration projects, symposia, workshops and conferences, and health research personnel training and development, in order to provide scientific information of the high quality needed by the Department to fulfil its responsibilities.

Manuals

- Projects Guide — outlines the requirements for applicants for financial assistance under the National Health Research and Development Program
- Career Awards Guide — describes candidate requirements for these awards under the National Health Research and Development Program
- Training Awards Guide — describes the requirements for candidates who wish to apply for financial assistance to undertake research training under the National Health Research and Development Program

INCOME SECURITY PROGRAMS BRANCH

The branch was created in 1975, through the amalgamation of the Canada Pension Plan and the Income Maintenance Programs. The latter was responsible for the administration of the Family Allowances and the Old Age Security which included the Guaranteed Income Supplement and the Spouses Allowance.

The objective of the branch is to maintain and improve the social security of Canadians through the programs it administers. These programs are as follows:

The Canada Pension Plan (CPP) — a compulsory, contributory social insurance program which provides members of the Canadian labor force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability or death.

The Old Age Security Program (OAS) — provides a basic level of income for older Canadians through a basic pension which is supplemented by the income-tested Guaranteed Income Supplement (GIS) for pensioners who have little or no income, as well as by an income-tested Spouse's Allowance (SPA) for spouses, ages 60 to 65, of pensioners in receipt of the Guaranteed Income Supplement.

Under the authority of the *Old Age Security Act* and the Canada Pension Plan, benefit payments are also made to those individuals who are eligible under the terms of international social security agreements concluded with other countries.

The Family Allowances Program (FA) — supplements the income of families with dependent children in order to help meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare and government agencies and other institutions which maintain children.

The assistant deputy minister, supported by Finance and Administration, administers two major components of the Income Security Programs: the Policy, Liaison and Development and the Programs Operations, each headed by a director general. The former consists of an ongoing legislative review of the Income Security Programs and the development of policies, directives and guidelines for the administration of these programs. The latter operates the programs benefits delivery system.

General information on the programs administered by the Income Security Programs Branch is available from the Public Affairs Directorate, branch headquarters in Ottawa, as well as from the regional offices across Canada.

Regional Offices

Regional Director
Income Security Programs
310 Pleasantville
P.O. Box 9430
St. John's, Newfoundland
A1A 2Y5
Telephone: (709) 772-4560

Regional Director
Income Security Programs
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M9
Telephone: (902) 566-7860

Regional Director
Income Security Programs
Barrington Tower
Suite 1400, Scotia Square
Halifax, Nova Scotia
B3J 3J4
Telephone: (902) 426-2342

Regional Director
Income Security Programs
P.O. Box 250
633 Queen Street
Fredericton, New Brunswick
E3B 4Z6
Telephone: (506) 452-3306

Assistant Director General
Income Security Programs
15 Henderson Street
Québec, Québec
G1K 7L5
Telephone: (418) 694-3158

Assistant Director General
Income Security Programs
200 Town Centre Court
Scarborough, Ontario
M1P 4X8
Telephone: (416) 973-4181

Regional Director
Income Security Programs
70 Cedar Street South
P.O. Box 2013
Timmins, Ontario
P4N 8C8
Telephone: (705) 264-9537

Regional Director
Income Security Programs
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
Telephone: (204) 949-2310

Regional Director
Income Security Programs
Dominion Government Building
1975 Scarth Street
Regina, Saskatchewan
S4P 3K4
Telephone: (306) 359-5654

Regional Director
Income Security Programs
Bank of B.C. Building, Room 900
10055 - 106th Street
Edmonton, Alberta
T5J 2Z6
Telephone: (403) 420-2670

Regional Director
Income Security Programs
1230 Government Street
Federal Building
Victoria, British Columbia
V8W 2P1
Telephone: (604) 388-3287

The *Access to Information Act* provides accessibility to subject records. These subject documents such as guidelines, directives, policies and procedures are issued and maintained at headquarters in Ottawa. Individuals' files containing personal information are kept in the regions and are accessible under the *Privacy Act*.

Policy, Liaison and Development

This directorate, through four divisions, is responsible for ongoing Old Age Security, Family Allowances and Canada Pension Plan legislative reviews and updates; for related policy planning and development; for the review and analysis of information programs; and for international liaison for purposes of developing International Social Security Agreements. An additional responsibility is the secretariat service provided to the Canada Pension Plan Advisory Committee.

Policy, Legislation and Planning Division

This division is responsible for providing policy advice and analysis on income security programs for use by senior management and the Minister, for the development of legislative changes to the three Acts administered by the branch (*Canada Pension Plan, Old Age Security Act, Family Allowances Act*), and for various planning activities related to the branch's overall mandate.

Data Development and Analysis Division

This division is responsible for forecasts of program expenditures; for the development of specialized data banks through survey activities; and for program costs and beneficiary estimates for various policy initiatives.

International Liaison Division

Within the framework of the authority granted by Parliament in the *Old Age Security Act* and the Canada Pension Plan, this division is responsible for developing, drafting and negotiating social security agreements with other countries and administrative arrangements to implement those agreements. The division also co-ordinates the department's activities related to bringing the agreements into force.

Income Security Programs Development Group

This group has been established to examine the delivery systems of the three programs, to co-ordinate the integration of the programs, and to modernize operations. In a gradual process, over a period of years, this group will oversee changes to equipment, systems and procedures, all designed to improve and streamline service to clientele.

The national Co-ordinator for Income Security Programs Development is responsible for projects and for ensuring the co-ordination and co-operation between this group and Income Security Programs Operations.

Canada Pension Plan Advisory Committee

The committee is an independent body appointed by Order-in-Council. Its role is to review the operation of the Act, the state of the Canada Pension Plan Investment Fund, and the adequacy of coverage and benefits under the Plan. The committee reports its findings and makes recommendations to the Minister.

Programs Operations

This directorate, through five divisions and a network of regional offices and client service centres, is responsible for the administration of the Old Age Security, Canada Pension Plan and Family Allowances programs, for the administrative aspects of appeals and for all aspects of client services.

Legislation Application and Appeals Division

This division develops administrative policies and guidelines related to the payment of Income Security Programs benefits, and administers the appeals system for dissatisfied applicants and beneficiaries. It is also responsible for the development and delivery of public information programs, as well as for the preparation of ministerial and other correspondence related to Income Security Programs. The division is also responsible for co-ordinating all functions related to the Access to Information and Privacy legislation.

Regional Programs Operations Co-ordination

This division develops, maintains and documents EDP programs used in the administration of the three Income Security Programs, and provides operational and procedural guidelines and co-ordination for systems and non-systems processing at headquarters and regional offices. It also facilitates data exchanges with other federal departments for the purposes of administering legislation.

Regional Offices and Client Service Centres

The staff of full-time client service centres, which are located in most major cities across Canada, is responsible for the operation of more than 150 part-time centres in smaller towns and cities. These centres provide information and services to the public in all matters relating to Income Security Programs benefits, including distribution of applications for such benefits.

Each regional office provides administrative and operational support for the network of client service centres under its control. Applications for Income Security Programs benefits, with the exception of Canada Pension Plan disability benefits, from residents within its area of jurisdiction are adjudicated, processed, and the resulting benefit accounts maintained in the regional offices.

Disability Division

This division is responsible for determining, through the evaluation of an applicant's medical history and profile, eligibility for Canada Pension Plan disability benefits; it is also responsible for the processing and maintenance of all other disability benefit related accounts.

Canada Pension Plan Central Operations

Central Operations is composed of the Claims and Benefits section and the National Benefits section. Claims and Benefits, in the process of being phased out, is currently responsible for processing benefits for Chatham and Peterborough until such time as the processing function is decentralized to these two Ontario areas - November, 1985 and September, 1986 respectively. National Benefits is responsible for the processing of dual accounts (those whose contributions were made to both the Canada Pension Plan and the Québec Pension Plan); Québec residents' accounts (those whose contributions were made to the Canada Pension Plan only, but who now reside in Québec); division of unadjusted pensionable earnings (credit splitting) accounts; those

accounts affected by the child-rearing drop-out provision; and all accounts which require manual processing of benefits. Central Operations' other responsibilities include the maintenance of record-of-earnings data including the recently introduced contributor information project, as well as the provision of administrative and data management services.

International Operations

This division, established in 1978, participates in the development and negotiation of administrative arrangements and operational accords, and produces the relevant procedures, application forms and booklets for the administration of international social security agreements. The division also adjudicates and processes all applications which are covered by an international agreement.

Manuals

- Policy, Liaison and Development Manual — contains procedures to be followed in amending legislation and in bringing international social security agreements into force
- Branch Administrative Directive on Privacy — describes procedures to be followed in processing requests for access to personal information held by the branch
- Canada Pension Plan Appeals Manual — outlines the procedures to be followed in relation to Review Committee hearings under Section 84 of the *Canada Pension Plan Act*
- Canada Pension Plan Benefit Administration Manual — provides detailed legislative interpretation of the *Canada Pension Plan Act* and Regulations
- Canada Pension Plan Record of Earnings and Contributions Data Handbook — describes and decodes the contributor's record of earnings and contributions print
- Canada Pension Plan Record of Earnings Procedures Manual — outlines procedures and guidelines to be followed in correcting errors or omissions identified on an individual record of earnings
- Canada Pension Plan Claims and Benefits Procedures, Volumes 1-3 — outlines operating procedures required for the processing and maintenance of Canada Pension Plan benefit accounts
- Canada Pension Plan Benefit Procedures Manual (Systems) — describes the manner in which the system operates, outlines procedures for the completion of EDP input form and describes the output products produced by the system
- Canada Pension Plan Trusteeship Manual — describes the documentation standards and the procedures to follow in processing a trusteeship request
- Canada Pension Plan Teleprocessing User Operating Procedures Manual (Systems) — describes the several functions and usage of the Client Information Control System
- Proof of Age Manual — describes documentation standards and provides policy guidelines for the determination of age under the Canada Pension Plan and the *Old Age Security Act*
- Old Age Security Procedures Manuals (Systems) — contains detailed processing procedures for the Old Age Security Program
- Old Age Security Policy Manual — incorporates in one volume the *Old Age Security Act*, Regulations and policy for administering the legislation
- Renewal Guaranteed Income Supplement and Spouse's Allowance Operational Guidelines — describes policy guidelines, processing procedures and the operational requirements for processing Guaranteed Income Supplement and Spouse's Allowance renewal application forms
- Family Allowance Policy Manual — incorporates in one volume the *Family Allowance Act*, Regulations and policy for administering the legislation
- Family Allowances Operations Manual — describes operational policy and procedures to be followed for administering the Family Allowances program
- Family Allowances Procedures Manual (Systems) — contains detailed processing procedures for the Family Allowances program
- Old Age Security, Canada Pension Plan and Family Allowances Operational Bulletins — contain operational policy directives amending current policy and introducing new policy for the purposes of administering legislation
- Client Service Centre Manual — describes interviewing techniques, procedures and documentation standards for processing Canada Pension Plan, Old Age Security and Family Allowances applications
- International Operations Procedures Manual — describes procedures to be followed by headquarters staff in processing claims for Social Security benefits under the various international agreements; combines Canada Pension Plan and Old Age Security procedures along with the unique features of International Social Security Agreements which aids staff in processing claims
- International Operations Procedures Manual (Systems) — describes in layman's terms the Canada Pension Plan and Old Age Security EDP systems along with the unique features of International Agreements; aids staff to input information and analyze the computer output
- International Operations Client Service Centre Manual — describes international social security agreements in force, and procedures to be followed by Client Service Centre staff in processing applications submitted under an agreement

EDP Systems

- Canada Pension Plan and International Agreements — a centralized system for maintaining records on earnings, and contributions, as well as on retirement, disability, death and survivor benefits
- Income Security Programs telecommunications system — a public telecommunication network which facilitates communication between terminals in Client Service Centres and the headquarters data centre. (NHW/ISP-355)
- OAS and GIS Cheque Issue — a decentralized file maintenance and cheque issue system for pensioners in all provinces eligible for Old Age Security and corresponding Guaranteed Income Supplement and Spouse's Allowance. (NHW/ISP-375)
- GIS and National Revenue (Taxation) Discrepancy Verification — identifies income discrepancies of Guaranteed Income Supplement recipients based on a comparison with Revenue Canada (Taxation) data. (NHW/ISP-370)
- Family Allowance Cheque Issue — a decentralized file maintenance and cheque issue system for families with children, as well as for institutions or agencies caring for children and eligible for special allowances
- Family Allowances On-line Alpa Index — a retrieval system of family allowances information necessary to identify names and addresses of beneficiaries of special cheques, and necessary to locate account numbers when no account numbers are included in letters from correspondents. The index is computerized in Ontario and Québec only; it is maintained manually in other provinces

SOCIAL SERVICE PROGRAMS BRANCH

The branch was formed in 1975 with the amalgamation of the Social Allowances and Services and the Developmental Programs Branches to give single direction to all social service programs.

The responsibility of the branch is the development, promotion and support of measures designed to improve the social well-being of

Canadians by providing advice to and co-operating with the provinces and territories to ensure national social services standards.

The assistant deputy minister of the Social Service Programs branch administers a Finance and Administration Directorate, the Canada Assistance Plan Directorate and the Social Development Directorate. The Canada Assistance Plan Directorate and the New Horizons Program, which is part of the Social Development Directorate, maintain field offices in each province.

General information on the operation and programs of the Social Services Programs Branch may be obtained from the Public Affairs Directorate, at headquarters in Ottawa, and the field offices of the Canada Assistance Plan. Information from field offices is available by writing to the Information Officer, Canada Assistance Plan Field Office, at one of the following addresses:

Department of Social Services
Confederation Building
St. John's, Newfoundland
A1C 5T7
Telephone: (709) 576-3606

Department of Social Services
P.O. Box 696
Halifax, Nova Scotia
B3J 2T7
Telephone: (902) 424-6763

Department of Social Services
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 452-3344

Ministry of Social Affairs
4th Floor
1005, Chemin Ste-Foy
Québec, Québec
G1S 4N4
Telephone: (418) 643-3329

Ministry of Community of Social Services
4th Floor, Hepburn Building
Queen's Park
Toronto, Ontario
M7A 1E9
Telephone: (416) 965-5011

Department of Community Services and Corrections
270 Osborne Street North
Winnipeg, Manitoba
R3C 1V7
Telephone: (204) 944-3286

Department of Social Services
Room 920, Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V6
Telephone: (304) 565-3595

Department of Social Services and Community Health
Centre West Building
10035-108th Street
Edmonton, Alberta
T5J 3B4
Telephone: (403) 427-7942

Health and Welfare Canada
Room 239
816 Government Street
Victoria, British Columbia
V8W 1W9
Telephone: (604) 388-3285

Manuals

- Branch Procedures Manual

Canada Assistance Plan Directorate

The Canada Assistance Plan is a shared-cost program through which Canada pays 50 per cent of the cost to provinces and municipalities of providing social assistance, welfare services of a preventive, supportive or rehabilitative nature, and work activity projects intended to improve the employability of persons who have employment difficulties. The Director General of the Plan administers three divisions: Social Assistance and Services; Policy, Planning and Liaison; and Program Finance and Operations.

New Horizons Directorate

The directorate enables groups of retired seniors to participate in activities designed to overcome social isolation and to benefit seniors, other Canadians and the community.

Manuals

- New Horizons Program Procedures Manual
- New Horizons Guidelines for Project Accounting

EDP Systems

- New Horizons Management Reporting — maintains basic data on New Horizons projects to facilitate their control; retrieves project information in response to ad hoc queries. (NHW/NHD-400)

Social Development Directorate

The directorate provides consultation and information services and undertakes policy development activities to enhance the development of social services in Canada.

EDP Systems

- Adoption Desk — matches prospective parents and children available for adoption who were not successfully placed through provincial systems. (NHW/SDD-405)

National Welfare Grants Division

The role of the directorate is to promote improvements in welfare services and self-help activities by providing financial assistance, consultation, information and advice to governmental and non-governmental welfare agencies (including citizen organizations) for short-term research, demonstration and other project activities, and to individuals for advanced studies in social work.

Manuals

- National Welfare Grants Reference Manual

Fitness and Amateur Sport Branch

Fitness and Amateur Sport was established by an Act of Parliament in 1961. Under the terms of the Act, its purpose is to promote, encourage and develop fitness and amateur sport in Canada. Fitness and Amateur Sport pursues these purposes through the activities of its two program areas, Fitness Canada and Sport Canada. Both fulfil their functions primarily through the provision of financial contributions and consultative assistance to national sport and recreation organizations and agencies.

General information on the operation and programs of the Fitness and

Amateur Sport Branch may be obtained from the departmental Public Affairs Directorate and branch headquarters in Ottawa.

The Corporate Management Branch

The Corporate Management Branch is responsible for providing a full range of personnel, information and administrative services for the effective integration of planning, resource allocation and expenditure control activities; and for implementation of management practices throughout the Department. The branch is the departmental liaison with such federal agencies as the Treasury Board and the Office of the Comptroller General. The branch is directed by an assistant deputy minister who heads seven directorates: Corporate Planning and Management Practices, Financial Administration, Personnel Administration, Administrative Services, Public Affairs, Informatics and Internal Audit. Descriptions of the classes of records and topics pertaining to this administrative area of the Department are reported in the Access Register under Standard Classes of Records.

Corporate Planning and Management Practices

This directorate is responsible for the departmental management framework, with particular emphasis on the establishment and operation of a planning system, the co-ordination and control of a program to improve management practices and the co-ordination and integration of corporate management systems.

Financial Administration

This directorate is responsible for ensuring that policies and systems of financial administration are established, maintained and operated; for exercising financial and budgetary controls and co-ordination of departmental operations; and for advising senior departmental management on financial management matters.

Manuals

- Financial Management Manual

Personnel Administration

This directorate is responsible for assisting departmental managers in achieving their overall program objectives and in discharging their responsibility for personnel management by providing services and advice in personnel matters and by providing for the fair and equitable treatment of employees. It also ensures that the delegated managers and personnel administrators exercise their authority in a responsible manner. The directorate is comprised of six bureaus: Staff Relations and Compensation; Classification and Organization; Staffing Management; Human Resources Development; Official Languages; and Management Services. Of eight area personnel units, two are located in the National Capital Region and six in the regions: Atlantic, Québec, Ontario, Prairie, Alberta and Pacific.

Manuals

- Departmental Personnel Manual
- Reference and Training Manual — Pay and Benefits
- Training and Career Development Programs — Standing Instructions Manual
- Personnel Administrative Manual

Administrative Services

This directorate is responsible for the development and implementation of effective departmental policies, guidelines and systems for the following services: Accommodation, Materiel, Departmental Library, Records, Paperwork and Security. It is also responsible for the provision of advice, functional guidance and/or direction to the administrative areas of program branches. It represents the Department on administrative issues to central government agencies and private enterprise.

Manuals

- NHW 401 — Materiel Management Manual
- NHW 404 — General Administration Management Manual
- Departmental Security Manual
- Records Management Manual

Public Affairs

This directorate is responsible for public awareness of the Department's objectives and programs, for the proper use of communications resources; and for advice and services on communications matters. It is comprised of two divisions: Creative Services, and Media and Promotion Services.

The Creative Services division provides technical and professional advice and production services to branches in the fields of editing, publishing, audio-visual and advertising and in the planning and implementation of corporate public affairs programs. The Media and Promotion Services division provides similar advice and support to branches in the fields of media relations, special events and public enquiries (including public affairs support in the regions); it also assists in the planning and implementation of corporate public affairs programs. Service is provided to the public through headquarters facilities in Ottawa as well as six regional offices: Vancouver, Edmonton, Winnipeg, Toronto, Montréal and Halifax.

Manuals

- NHW 404 — General Administration Management Manual

Informatics

This directorate is responsible for the development, implementation and maintenance of all policies, guidelines, and standards related to electronic data processing, office automation and related telecommunication, and on an ongoing basis, monitoring their application throughout the Department. It also ensures the co-ordination of long-range systems planning throughout the Department; the provision of consultative and advisory services to all branches; and the development and maintenance of Department-wide information systems.

Internal Audit

This directorate, divided into a Management and Support component and an Audit Operations component, appraises the control framework applicable to departmental programs and objectives; the efficiency of departmental operations, systems and procedures; and the measures of efficiency and effectiveness used by management. It provides the deputy minister and senior managers with an assessment of the Department's operations and the integrity with which public funds are acquired and expended.

Manuals

- NHW 404 — General Administration Management Manual
- Audit Manual

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

Classes of Records

NHW/SAP-005 *Formerly Identified as:* HWC-10
Program Evaluation
Description: Information on the establishment and operation of the evaluation function. *Topics:* Compliance with the Office of the Comptroller General (OCG) Guidelines and the Treasury Board of Canada Secretariat (TBC) Policies; committees; evaluation seminars; departmental and branch plans; evaluation assessments and studies; methodologies; consultants; organization; and U.S. evaluations.

NHW/SAP-010 *Formerly Identified as:* HWC-20
Privacy Co-ordination
Description: Files on requests for access to personal information under the *Privacy Act* and the denial of such requests. *Topics:* Information and privacy policy; correspondence; exemptions; medical records; Privacy Index; annual reports; new information banks; inventory; procedures and opinion surveys.

NHW/SAP-015 *Formerly Identified as:* HWC-30
Status of Women
Description: Information on health and social issues of concern to women. *Topics:* Policies; reports; committee meetings and conferences; National Plan of Action; Departmental Implementation Plan; International Women's Decade; occupational health; maternity; family; family violence; reproductive health; employment; taxation; minority and immigrant women; rural women; women's health research; pensions; poverty; aging; disabled women; social and support services.

NHW/SAP-020 *Formerly Identified as:* HWC-40
Regulatory Reform Liaison
Description: Files on correspondence with counsel for the Standing Joint Committee; internal memoranda; reports; and records of committee meetings. *Topics:* Amendments to regulations; regulatory reform; socioeconomic impact analysis.

NHW/SAP-025 *Formerly Identified as:* HWC-50
Social Policy Development
Description: Information on a wide range of health, welfare and social security programs and policies, containing internal memoranda, reports, articles, speeches, discussion papers, statistical tables, briefing books, minutes of meetings and policy critiques. *Topics:* Social, economic, and health policy issues; social security; social welfare and health programs; international social security agreements; research studies and proposals; the Social Security Review (1973 to 1977); Health and Welfare conferences; Canadian and international organizations.

NHW/SAP-030 *Formerly Identified as:* HWC-60
Access to Information
Description: Information on departmental policy guidelines, authority, organizational structure and processes; implementation rules and procedures; analysis of demands for information and cost implications; evaluation criteria and statistics; briefing and training materials; and definitions concerning access to information. *Topics:* Public right of access to departmental information; description and communication to the public of the information held in the Department; effective and economic service to the public with respect to access to information; departmental criteria for applying exemptions and third-party notification; analysis and review of complaints and enquiries by the Information commissioner and the Federal Court; compliance and performance reports; reference material on access to information in the area of health and welfare in Canada and abroad.

NHW/PNO-035 *Formerly Identified as:* HWC-70
Nursing
Description: Information on co-operation and liaison with national, provincial and territorial nursing groups and development of standards of nursing practices. *Topics:* Co-operation and liaison with associations, clubs, societies, the Canadian Nurses, Association, provincial registered nurses' associations; committees, conferences, meetings; program areas; federal departments; agencies, universities, colleges and schools.

NHW/IIA-040 *Formerly Identified as:* HWC-80
International Health
Description: Information on international relations by country and by organization. *Topics:* United Nations Commission on Narcotic Drugs; World Health Organization (WHO) and WHO fellowships; Pan-American Health Organization (PAHO); the Commonwealth; bilaterial and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings. *Retrievability:* By country and by organization.

NHW/IIA-045 *Formerly Identified as:* HWC-90
International Social Affairs
Description: Files on international relations by country. *Topics:* United Nations General Assembly, Economic and Social Council, Commission for Social Development; International Years and Conferences; miscellaneous committees, conferences and meetings. *Retrievability:* By country and by organization.

NHW/IIA-050 *Formerly Identified as:* HWC-100
Non-Governmental Organizations
Description: Information on health and welfare organizations. *Topics:* Health organizations, such as the Canadian Medical Association and the Canadian Nurses Association; welfare organizations, such as the International Council on Social Welfare; and social affairs organizations, such as the International Social Security Association.

NHW/IIA-055 *Formerly Identified as:* HWC-110
International Social Security Agreements
Description: Files on such agreements. *Retrievability:* Listed by country.

NHW/IIA-060 *Formerly Identified as:* HWC-120
Federal-Provincial-Territorial and Interdepartmental Liaison
Description: Information on federal-provincial conferences of health ministers, federal-provincial conferences of welfare ministers, intergovernmental committees and co-operation and liaison with federal and provincial government departments.

NHW/IIA-065 *Formerly Identified as:* HWC-130
Management Information
Description: Documentation on other countries in the fields of health, welfare and social affairs; exchange of information between Canada and international organizations; personnel exchanges and visits between Canada and other countries. *Retrievability:* By country and by organization.

NHW/PPI-070 *Formerly Identified as:* HWC-150
Science Policy
Description: Information on science policy in the health and welfare field. *Topics:* Medical research; scientific activities.

NHW/PPI-075 *Formerly Identified as:* HWC-160
Information Systems
Description: Information on federal and provincial social programs, particularly departmental programs and socioeconomic information drawn from the Census, special surveys and other sources. *Topics:* Social security statistics; Health Program statistics; Welfare Program statistics; socioeconomic conditions. *Special Access Note:* Much of the information is machine readable.

NHW/PPI-080 *Formerly Identified as:* HWC-170
Welfare Policy
Description: Information on research undertaken on income and employment issues and on analysis of proposed initiatives in the welfare field. *Topics:* Income security; employment policy; pensions; economic trends; income trends.

NHW/PPI-085 *Formerly Identified as:* HWC-180
Health and Social Services Policies
Description: Information on research undertaken on health and social service issues and on analyses of proposed initiatives in the health field. *Topics:* Hospital care; medical care; health regulations; health policy; social services; social trends.

NHW/NCW-090 *Formerly Identified as:* HWC-181
Welfare
Description: Reports by the Council. *Topics:* Income security; taxation; the working poor; children in poverty; single-parent families; social employment; social services; community organization; nutrition; legal aid/legal services; low-income consumers; poor people's groups; poverty coverage in the press.

NHW/ACA-095 *Formerly Identified as:* HWC-182
Aging
Description: Information on subjects related to the quality of life of older Canadians. *Topics:* Policy statements; reports; writings in gerontology; quarterly newsletter.

NHW/OWG-100 *Formerly Identified as:* HWC-183
1988 Olympic Winter Games
Description: Information and correspondence. *Topics:* Files on parliamentary matters and intergovernmental relations with the provinces and the City of Calgary; information on former Olympic Games; correspondence with Olympic organizations; information on departmental co-ordination of services and federal financial assistance.

NHW/FDI-105 *Formerly Identified as:* HWC-190
Food
Description: Files on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; and processing of regulatory amendments. Also, they include records on programs relating to the nutritional quality of the food supply and to nutrition. *Topics:* Compliance; codex alimentarius; food standards; food ingredients; statistical analysis.

NHW/FDI-110 *Formerly Identified as:* HWC-200
Chemical Safety
Description: Information on the development of legal standards to ensure food safety. This involves research evaluation of chemicals and food additives, as well as related factors in foods. *Topics:* Food additives; chemical contaminants; agricultural chemicals; mycotoxins; packaging materials; incidental additives; natural food components.

NHW/FDI-115 *Formerly Identified as:* HWC-210
Microbial Hazards
Description: Files on the microbial hazards in the food supply, including the development of a methodology to determine the type and extent of micro-organisms and extraneous matter in foods; the evaluation of the significance of contamination; the setting of standards for microbial quality of foods; and the promotion of voluntary compliance by manufacturers. *Topics:* Micro-organisms; microbial toxins; paralytic shellfish poisoning; contaminated foods; food poisoning; extraneous matter; submission; potentially hazardous foods.

NHW/FDI-120 *Formerly Identified as:* HWC-220
Nutrition
Description: Information on the regulations respecting the nutritional qualities of foods, including research and evaluation; the voluntary compliance by manufacturers to standards; and the promotion of consumer selection and use of food that takes account of all nutritional considerations. *Topics:* Nutrients; nutritional quality of food; nutritional surveillance.

NHW/DDI-125 *Formerly Identified as:* HWC-230
Non-Prescription Drugs
Description: Information on applications for the registration of proprietary medicines. Also, a review of the safety, efficacy and quality of other over-the-counter drugs and their availability. *Topics:* Disinfectants; vitamins; minerals; advertising; labelling; drug identification numbers.

NHW/DDI-130 *Formerly Identified as:* HWC-240
Human Prescription Drugs
Description: Files on the overall drug regulations and policy guidelines, as well as the safety, efficacy, quality and control of prescription drugs, manufacturing facilities and marketing practices. *Topics:* Drug analysis; research; testing; colouring; exports and imports; distribution; quality control; vaccines; remedies; in vivo diagnostics; treatments; additives; research projects; studies; surveys; non-medical use of drugs; emergency drugs; reagents; statistical analysis.

NHW/DDI-135 *Formerly Identified as:* HWC-250
Cosmetics
Description: Information on imports, exports, regulations and rulings as well as files on contamination, additives, preservatives, adverse reactions, sale and enquiries regarding product safety, availability and ingredients. *Topics:* Cosmetics; additives; preservatives; contamination; cosmetic notification.

NHW/DDI-140 *Formerly Identified as:* HWC-260
Veterinary Drugs
Description: Information on the safety and effectiveness of veterinary drugs available in Canada; the cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. *Topics:* Veterinary medicines; chemotherapy of animal disease; medication of livestock feeds; advertising; labelling.

NHW/DDI-145 *Formerly Identified as:* HWC-270
Biological Drugs
Description: Information on the licensing of biological drugs. *Topics:* Licensing; testing; plant inspections; submissions; plant master files.

NHW/DDI-150 *Formerly Identified as:* HWC-280
Narcotics, Control and Restricted Drugs
Description: Contains information on the medical and scientific use of psychoactive drugs; misuse and abuse; monitoring of distribution; diversion of legal drugs. *Topics:* Co-operation and liaison with provincial licensing bodies and professional associations; purchase records of hospitals, licensed pharmaceutical companies, provincially registered practitioners, pharmacists; analysts and researchers, transportion and shipment; illicit use and trafficking; hospitals and penitentiaries; military medical establishments; enforcement investigating and prosecution; United Nations Narcotic Commission; legal agents; co-operating liaison with other federal and provincial departments, foreign countries, educational institutions; prescribing of narcotics and controlled drugs by foreign-registered health professionals in Canada, nurse practitioners, podiatrists and others.

NHW/CDC-155 *Formerly Identified as:* HWC-290
Tobacco
Description: Files on the development of control policies regarding the social use of tobacco, by working co-operatively with other federal departments, provincial departments and the tobacco industry to promote the development of legislation, practices and products to minimize the health consequences of tobacco. *Topics:* Tobacco — monitoring of use and attitudes, health effects, chemical properties, sale, and legislation.

NHW/CDC-160 *Formerly Identified as:* HWC-300
Psychoactive Drugs
Description: Information on the development of control polices regarding the social use of psychoactive drugs (cannabis), by working with other federal and provincial departments to develop legislation to minimize illegal use of psychotropic drugs. *Topics:* Cannabis, psychoactive drugs — monitoring of use and attitudes, health effects, and legislation.

NHW/CDC-165 *Formerly Identified as:* HWC-310
Epidemiology
Description: Timely, reliable, epidemiological information on disease incidence and mortality surveillance programs, including epidemiological research, development and training and infection control. *Topics:* Communicable diseases; non-communicable diseases; epidemiology; product-related diseases; disease surveillance and control; congenital anomalies; community-acquired infection; nosocomial-acquired infection; laboratory infection.

NHW/CDC-170 *Formerly Identified as:* HWC-320
Poison Control
Description: Files on the provision of advice to poison control centres and provincial departments of health; the collection and distribution of information on hazardous substances; and the prevention and treatment of poisoning. *Topics:* Poison control; promotion; prevention; reports.

NHW/CDC-175 *Formerly Identified as:* HWC-330
Suspected Adverse Drug Reactions
Description: Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. *Topics:* Suspected adverse drug reactions.

NHW/CDC-180 *Formerly Identified as:* HWC-340
Medical Biochemistry
Description: Information on standardization in laboratory medicine, especially clinical chemistry and immunochemistry; neonatal screening for hypothyroidism; research into definitive and reference methods in clinical chemistry and immunochemistry; and monitoring of performance of clinical diagnostic methods to promote uniformity and excellence of laboratory results in laboratory medicine on a national scale. *Topics:* Neonatal screening; quality assurance in laboratory medicine; definitive and reference methods; reference standard materials; clinical chemistry; routine diagnostic methods; immunochemistry; research.

NHW/CDC-185 *Formerly Identified as:* HWC-350
Microbial Diseases
Description: Information on diseases produced in humans in response to infections by microbial agents and the immune response. *Topics:* Enteric infections; respiratory infections; parasitic infections; fungus infections; bacterial infections; sexually-transmitted diseases; antibiotic resistance; tropical diseases; viral infections; infectious disease surveillance; influenza; hepatitis; tuberculosis; arbovirus infections; viral and bacterial antigens.

NHW/EHD-190 *Formerly Identified as:* HWC-360
Chemical Hazards
Description: Information on hazards associated with chemicals and microbiological agents in the workplace, the indoor and ambient environment; and consumer products. *Topics:* Air; water; consumer products; industrial chemicals; pest control products; acid rain.

NHW/EHD-195 *Formerly Identified as:* HWC-370
Medical Devices
Description: Files on the safety and effectiveness of device inventions; the development of essential performance and safety standards; and the corrective prevention or regulatory action in response to evidence of device failures. *Topics:* Device recalls and problems, performance and test data; class studies; standards; notification; media broadcast scripts; interactions with provincial departments and associations; advisory committees; coroners' inquests; regulations; international transactions.

NHW/EHD-200 *Formerly Identified as:* HWC-380
Occupational Radiation Hazards
Description: Information on the measurement of occupational exposure of workers and control of all types of ionizing and non-ionizing radiation which may affect the health of the population of Canada. *Topics:* National Dose Registry.

NHW/EHD-205 *Formerly Identified as:* HWC-390
Environmental Radioactivity Hazards
Description: Information on radioactivity emissions from nuclear reactors; population exposure to radioactive fallout; and natural background radiation. *Topics:* Reactors; population exposure; uranium mining; uranium refining; environment; radioactive waste storage.

NHW/EHD-210 *Formerly Identified as:* HWC-400
Consumer and Clinical Radiation Hazards
Description: Files on the assessment of radioisotope licences; testing and evaluation of X-ray devices; consumer products; inspections, assessment and compliance of radiopharmaceuticals; occupational exposure and surveys. *Topics:* Radioisotopes; licences; X-rays; non-ionizing radiation; radiation medicine; radiopharmaceuticals; applications for the use of radionuclides in humans.

NHW/FOD-215 *Formerly Identified as:* HWC-410
Field Activities - Food, Drugs, Cosmetics and Devices
Description: Files on co-operation and liaison with federal-provincial and foreign agencies; inspection, analysis and enforcement programs; consumer education; and grants and contracts. *Topics:* Consumer product complaints; plant inspection; analysis; sampling; imports and exports; educational activities; surveys; compliance promotion.

NHW/NHS-220 *Formerly Identified as:* HWC-420
Indian and Northern Health Services
Description: Information on operations, policy, planning and evaluation of health programs and services provided to or arranged for Indians, Inuit and northern residents. *Topics:* Community health services, including treatment and public health activities; alcohol and drug abuse programs; dental services; hospital services; environmental health and surveillance; native involvement; administration.

NHW/HAS-225 *Formerly Identified as:* HWC-430
Public Service Health
Description: Information on occupational health programs in the public service, including environmental surveillance of workplaces, medical examinations of public servants and other persons, counselling and advisory services, the Employee Assistance Program and first aid and emergency treatment. *Topics:* Environmental surveillance: methods, requirements, reports of inspections carried out; medical examinations: pre-employment and periodic, examinations for superannuation purposes, techniques, requirements,

special examinations; correspondence relating to individuals, including medical review board proceedings; counselling and advisory services - Employee Assistance Program: policies, training, techniques, conferences, first aid and emergency treatment.

NHW/HAS-230 *Formerly Identified as:* HWC-440
Prosthetic Services
Description: Files on the rehabilitation of the physically handicapped by providing custom-made, medically prescribed prosthetic and orthoptic appliances, orthopaedic boots and other devices. This includes fitting, production, manufacturing, purchasing, warehousing and distribution of these devices, providing consultation to the clinical teams and training of technical staff. *Topics:* Transfer of prosthetic services; individual patients (personal and medical); sales, manufacturing, fitting, warehousing and training.

NHW/HAS-235 *Formerly Identified as:* HWC-450
Immigration Medical Services
Description: Information on the assessment of prospective immigrants to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the *Immigration Act* and Regulations; provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the *Immigration Act* and various Orders-in-Council; and provision of medical advice to Employment and Immigration Canada on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. *Topics:* Co-operation and liaison; medical examination of immigrants; diseases in immigrants; passed cases; immigration medical review board; immigration medical records.

NHW/HAS-240 *Formerly Identified as:* HWC-460
Quarantine Services
Description: Files on the monitoring of outbreaks of exotic, dangerous, communicable diseases emerging on the international scene in order to forewarn, prevent and intercept their importation into Canada; provision of information to prospective travellers on immunization requirements and prophylactic measures to conserve their health while abroad and provision of specific immunizations or arrangements for such immunizations; maintenance of a contingency plan to prevent entry into Canada, or the establishment in Canada, of dangerous exotic diseases. *Topics:* Surveillance program and diseases.

NHW/HAS-245 *Formerly Identified as:* HWC-470
Regulatory Services
Description: Information on regulatory function of ensuring that organizations under federal jurisdiction, not covered by other legislation, conform to established health and sanitary standards. *Topics:* Surveillance program.

NHW/HAS-250 *Formerly Identified as:* HWC-480
Civil Aviation Medicine
Description: Files on medical assessment and medical standards, air accident and incident investigation, safety promotion and research and development. *Topics:* Aviation Medicine Review Board records; electrocardiographic records (Department of Transport); Air Traffic Services medical files; aircraft accident or incident; research and development project; contentious cases; international liaison.

NHW/HAS-255 *Formerly Identified as:* HWC-490
Emergency Services
Description: Files on the functions of this planning and co-ordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health and welfare plan; co-ordination with the plans of other departments is effected through Emergency Planning Canada and the Privy Council Office; federal-provincial co-ordination and consensus are assured by the annual Federal-Provincial meeting. Ongoing training and education programs provide for implementation of changes and continuity. *Topics:* Establishment, development and maintenance of a national capability to provide essential health and social services in an emergency; establishment and maintenance of a stockpile of health and welfare supplies as part of the department's responsibility for war planning and for assistance to provincial and municipal governments; development and operation of training courses on emergency planning and survival. Programs to ensure office procedures are followed and accounting practices are maintained.

NHW/HSD-260 *Formerly Identified as:* HWC-500
Health Technology
Description: Information on the evaluation and dissemination of appropriate information on diagnostic and therapeutic health technologies in order to improve the delivery, quality and cost-effectiveness of health services. *Topics:* Dental; breast cancer; cervical cytology; coronary artery surgery; hysterectomy; hypertension; multiphasic screening; nomenclatures.

NHW/HSD-265 *Formerly Identified as:* HWC-510
Community Health
Description: Files on collaboration with the provinces in the development of programs in the community that emphasize primary prevention, early detection, secondary prevention, support services to maintain physical and social functions and primary care. *Topics:* Community Health Services; Provincial Health Centres; Commissioned Papers; the Hastings Report.

NHW/HSD-270 *Formerly Identified as:* HWC-520
Mental Health
Description: Information on consulting services on the development and provision of mental health services; national resource bank of information; and assistance to the provinces. *Topics:* Psychology; suicide; mental health nursing; social work; mental diseases; hospitals, clinics, community centres; consultations with provincial governments and voluntary agencies; manuscripts (Canada's Mental Health).

NHW/HSD-275 *Formerly Identified as:* HWC-530
Child and Adult Health
Description: Information on consulting services in medical and health related matters, such as medico-social matters affecting child and adult population, therapeutic abortion studies, handicapped children and infant mortality. *Topics:* Diseases; health hazards; health services; thalidomide; abortion; child health; child abuse.

NHW/HSD-280 *Formerly Identified as:* HWC-540
Family Planning
Description: Information on support for the training of family planning workers; care funding for community-based family planning services; The National Family Planning Information Centre; and funding to provinces, municipalities, universities or voluntary agencies for research, services, training or demonstration purposes. *Topics:* Population; consulting services; films and scripts.

NHW/HSD-285 *Formerly Identified as:* HWC-550
Training of Health Personnel
Description: Files on the development of standards for training and licensing accreditation of health personnel. *Topics:* Physicians; nursing; dental personnel.

NHW/HSD-290 *Formerly Identified as:* HWC-560
Rehabilitation
Description: Information on encouraging and facilitating the development of programs in the community that emphasize primary care, primary prevention, early detection and rehabilitation services, together with support services essential for the maintenance of physical and social functions. *Topics:* Diseases and anomalies; hospitals; treatment centres; rehabilitation; personnel.

NHW/HSD-295 *Formerly Identified as:* HWC-570
Dental Health
Description: Information on promoting dental health through development, printing, and distribution of guidelines on dental hygiene, preventive dental service, and radiological services and the review of surveys related to oral health; reviews of provincial dental care plans; and representation of the federal government to professional associations and provincial governments. *Topics:* Demand for dental services; dental personnel; dental hygienists; fluoridation.

NHW/HSD-300 *Formerly Identified as:* HWC-580
Clinical Nutrition
Description: Files on food habits of groups or individuals; nutrition-related diseases; counselling services for groups or individuals; and evaluation of community nutrition services. *Topics:* Foods; deficiency diseases; counselling.

NHW/HSD-305 *Formerly Identified as:* HWC-590
Abortion
Description: Information on abortion studies; eligibility; and distribution of therapeutic abortion committees in hospitals. *Topics:* Studies and reports; abortion committees in hospitals and agencies.

NHW/HPD-310 *Formerly Identified as:* HWC-600
Nutrition
Description: Information on efforts to increase awareness and promote the adoption, by the public and professionals, of nutrition practices which include eating a variety of foods from the four groups, balancing physical activity and energy intake and eating less fat, sugar and salt. *Topics:* Nutrition composition of foods; the School Lunch Program; senior adults survey; Eat Better and Feel Great.

NHW/HPD-315 *Formerly Identified as:* HWC-610
Tobacco
Description: Public information programming on the benefits of non-smoking. *Topics:* Cessation methods; centres and clinics; surveys; liaison with industry; voluntary health organizations.

NHW/HPD-320 *Formerly Identified as:* HWC-620
Alcohol Abuse
Description: Files on public information and community section projects promoting moderation in the use of alcoholic beverages. *Topics:* Liaison with industry; alcohol programs; the Advertising Code; Dialogue on Drinking.

NHW/HPD-325 *Formerly Identified as:* HWC-630
Health Hazard Appraisal
Description: Information on measures of health and lifestyle against standards or risks and norms used by health professionals. *Topics:* Health hazard appraisals.

NHW/HPD-330 *Formerly Identified as:* HWC-640
Research, Treatment and Development Program
Description: Information on contributions to voluntary, professional and provincial agencies to support scientific activities. *Topics:* Alcohol; Tobacco and Drug Resources Fund; research on drug abuse; research, treatment and development program; summer resources fund.

NHW/ERD-335 *Formerly Identified as:* HWC-710
National Health Research and Development Program (NHRDP)
Description: Records on grants and contributions in support of health research activities. *Topics:* Research activities supported by the NHRDP fall into the following topic categories: the health care system; environmental health; the health consequences of human behaviour; and the health status of selected populations.

NHW/ISP-340 *Formerly Identified as:* NO REFERENCE
Policy, Legislation and Planning (New)
Description: Information on the review and update of legislation, and the development and analysis of policy. *Topics:* Historical and background documents; public and private pension plans; Social Security review; Canada Pension Plan/Québec Pension Plan; Income Security Statutory Legislation.

NHW/ISP-345 *Formerly Identified as:* NO REFERENCE
Statistics and Trends Analysis (New)
Description: Research information used in program review and development. *Topics:* Data sources and statistical information; studies, surveys, reports on public and private pension plans; client sample surveys; disability protection survey.

NHW/ISP-350 *Formerly Identified as:* NO REFERENCE
Agreements — International Social Security (New)
Description: Information on Canada's objectives in social security agreements; information on the process for developing and implementing social security agreements; information on model provisions for agreements and administrative arrangements; information on the social security systems of other countries. *Topics:* Social security agreements in effect and administrative arrangements related to them by country; correspondence concerning agreements in effect or under negotiation; model provisions and explanatory notes. *Retrievability:* By country.

NHW/ISP-355 *Formerly Identified as:* NO REFERENCE
Systems Development (New)
Description: Information on the review and redesign of the Income Security Programs delivery systems and procedures, including information related to the telecommunications system. *Topics:* Systems studies; projects; reports and recommendations; EDP telecommunications system.

NHW/ISP-360 *Formerly Identified as:* NO REFERENCE
Canada Pension Plan Advisory Committee (New)
Description: Information on the Committee's administrative aspects. *Topics:* Appointments to the Advisory Committee; sub-committee and committee reports.

NHW/ISP-365 *Formerly Identified as:* NO REFERENCE
Legislation — Interpretation; Application; Appeals Administration (New)
Description: Information on legislative interpretations and related administrative policy; appeals administration; public information programs; Federal-Provincial Agreements and Access to Information and Privacy legislation; policies and procedures. *Topics:* Income Security Programs legislative interpretations and related administrative policies and directives; information programs and advertising; annual reports; appeals administration; Federal-Provincial agreements; Access to Information and Privacy.

NHW/ISP-370 *Formerly Identified as:* NO REFERENCE
EDP Programs Co-ordination and Maintenance (New)
Description: Information on EDP programs and systems used in the administration of Income Security Programs; information on administrative aspects of regional programs co-ordination related to delivery of Family Allowances, Old Age Security and Canada Pension Plan benefits. *Topics:* Internal memoranda, directives procedures and guidelines on regional programs operations; Canada Pension Plan and International Agreements EDP systems; Family Allowances cheque issue system and on-line index retrieval system; Old Age Security and Guaranteed Income Supplement cheque issue system and on-line index retrieval system; Guaranteed Income Supplement and Revenue Canada Taxation Discrepancy Verification system.

NHW/ISP-375 *Formerly Identified as:* NO REFERENCE
Regional Operations — Client Services (New)
Description: Information on the entitlement, payment and maintenance of accounts for the Family Allowances, Old Age Security and Canada Pension Plan benefits. *Topics:* Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for regular Family Allowances and Special Allowances; Old Age Security, Guaranteed Income Supplement and Spouse's Allowances; Retirement, Survivors', Orphans' and death benefits; individual applicant and beneficiary records. *Special Access Note:* Canada Pension Plan benefits payable to Chatham and Peterborough residents are administered by the Canada Pension Plan Central Operations division.

NHW/ISP-380 *Formerly Identified as:* NO REFERENCE
Disability Determination — Benefit Administration (New)
Description: Information on the determination of disability (medical) for purposes of administering the Canada Pension Plan disability benefits. *Topics:* Historical information on development of medical aspects of the plan; liaison with medical groups, associations and disability programs other than Canada Pension Plan; individual applicant and beneficiary records.

NHW/ISP-385 *Formerly Identified as:* NO REFERENCE
Canada Pension Plan Benefit Administration — Central Operations (New)
Description: Information on the record of earnings and contributions of Canada Pension Plan contributors; contributor information project; entitlement, payment level and maintenance data of Chatham and Peterborough accounts; dual contributors; Québec residents accounts; division of unadjustable pensionable earnings and (credit splitting) accounts; child rearing drop-out accounts; continuous manual cheque issue accounts. *Topics:* Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of above-mentioned accounts; above-mentioned individual applicant and beneficiary records; procedures on the maintenance of record of earnings and contributors; accounting data and T4 issuance data.

NHW/ISP-390 *Formerly Identified as:* NO REFERENCE
International Operations (New)
Description: Information on the development and implementation of administrative arrangements and operational accords related to International Social Security Agreements; the entitlement, payment and maintenance of International Agreement Accounts for Old Age Security and Canada Pension Plan benefits. *Topics:* Administrative arrangements and operational accords; internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for the Old Age Security and Canada Pension Plan programs; International Social Security Agreement booklets; individual applicant and beneficiary records. *Retrievability:* By country

NHW/CAP-395 *Formerly Identified as:* HWC-760
Canada Assistance Plan
Description: Information on the administration of the Canada Assistance Plan, Part I and Part III, *Vocational Rehabilitation of Disabled Persons Act, Blind Persons Act,* Nursing Home Care Benefits Program, Indian Welfare Agreements (Ontario), Young Offenders Program and Section 45 of the *Excise Tax Act;* shareability of provincial program initiatives; changes and provincial costs; and accountability for annual transfer payments. *Topics:* Disabled Persons Allowance; Blind Persons Allowance; grants and welfare organizations; nursing home care; young offenders; vocational rehabilitation of disabled persons; research in vocational rehabilitation; welfare services and work activity; old age assistance; unemployment assistance; remission orders.

NHW/NHD-400 *Formerly Identified as:* HWC-770
New Horizons
Description: Files on the distribution of federal funds to groups of retired Canadians. *Topics:* Information and liaison; program development; and operations.

NHW/SDD-405 *Formerly Identified as:* HWC-790
Social Services Development
Description: Consultation and information services and policy development activities in the areas of children and youth services, day care, divorce counselling and mediation, family violence, disabled persons, community services, aging, home support, international and interprovincial adoptions, voluntary action and social services delivery. *Topics:* All of the above services.

NHW/WGD-410 *Formerly Identified as:* HWC-800
Welfare Grants
Description: Information on the funding of professorships, fellowships and research projects. *Topics:* Visiting Professorship Plan; national welfare fellowships; welfare research fellowships; welfare research projects; Welfare Research Advisory Committee.

NHW/FAS-415 *Formerly Identified as:* HWC-810
Sport Canada
Description: Information on financial and technical support and services to national agencies and individuals to encourage, promote and develop activities directed toward the pursuit of excellence in amateur sport. *Topics:* National Sports and Recreation Centre; Sports Pool Program; provincial-federal and international liaison; national and professional organizations; consulting firms; local and regional liaison; provincial sports associations; provincial grants; educational grants; Hockey Canada; Game Plan Athlete Assistance Program; special projects; Sport Exhibition Program; halls of fame; Women's Program; Conseil Permanent de la Médecine Sportive des Pays d'expression française; the Olympics; application to host the Games; hosting of Olympic Games; Sport Canada's participation in the Olympics; Montréal 1976; intensive care of athletes; 1976 development planning policy, Olympic facilities; committees; Canadian Olympic Association; Olympic alternative; Canada Games; Interprovincial Games; provincial games; Pan-American Games; World Student Games; Maccabiah Games; Hapoel Games; Indianapolis-Scarborough Peace Games; Festival International de la Jeunesse Francophone; Commonwealth Games; Arctic Winter Games; sports associations; umbrella associations; Sports Program — records on the various sports; promotion and communications; liaison; information; information projects; sports publications and reports; advertising; media relations; special projects; games and meets; speeches and messages; Terry Fox Humanitarian Award Program; facilities: national training facilities, artificial turf, domes and air support structures.

NHW/FAS-420 *Formerly Identified as:* HWC-820
Fitness Canada
Description: Information on financial and technical support and services to national organizations and individuals to raise the fitness level of Canadians through increased participation in physical activity, thus encouraging a healthy lifestyle. *Topics:* Provincial liaison, federal liaison, international liaison, professional organizations; consulting firms, Fitness Canada; education institutes; local and regional liaison; grants-in-aid, national organizations, provincial agencies, local agencies, provincial grants, education institutes grants; Participaction; education institute research; research contributions; special projects; creative play, professional development practicum; handicapped people: provincial liaison, special projects, professional organizations; Federal Labour Intensive Projects; Employee Fitness programs; provincial liaison; fitness testing equipment; educational institutes; international liaison; fitness workshops for physicians; home fitness test; requests for fit-kit; requests for fitness publications; general requests for fitness

publications; nutrition programs organizations; fitness research; Canada Fitness Survey; Phacts project; sport for leisure; Indians, Inuit and Métis; public relations — printed material; periodicals received; sport and recreation safety; facilities — requests for fitness trails, hiking trails, bike-ways; National Advisory Council on Fitness and Amateur Sport; research, planning and evaluation; evaluation: system, special projects, control agencies' studies; research contribution program, special projects; planning, project and systems designs; National Study on Supply of Sport and Recreation Facilities, Phase I and III; Canada Fitness Award.

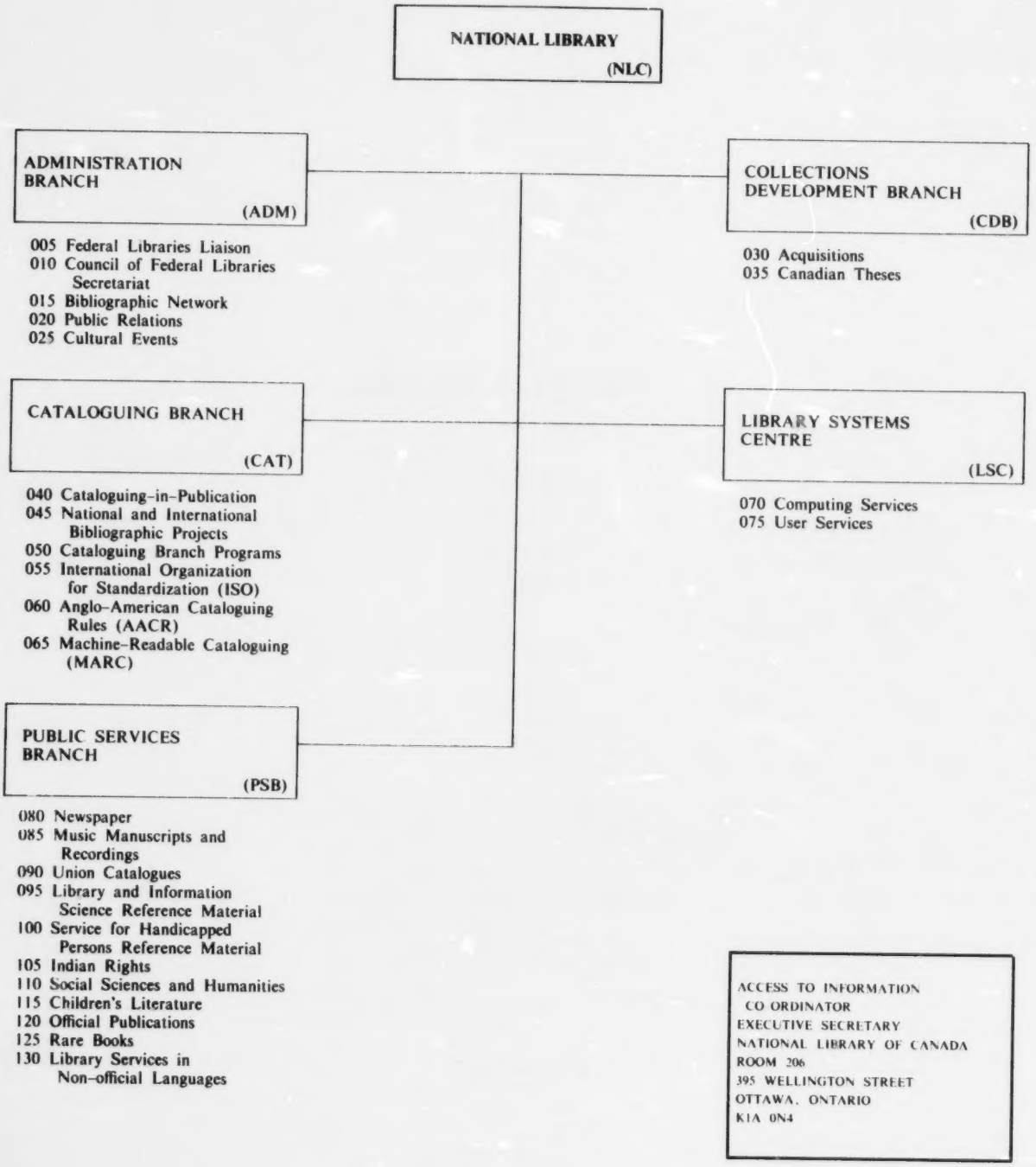
Deleted Classes of Records

HWC-650 Health Insurance Programs
HWC-660 Extended Health Care Services Program
HWC-670 Health Manpower
HWC-680 Established Program Financing
HWC-690 Health Facilities
HWC-700 Blood and Blood Products
HWC-720 Income Security Programs
HWC-730 Canada Pension Plan
HWC-740 Family Allowance
HWC-750 Old Age Security
HWC-780 Rehabilitation

NATIONAL LIBRARY

Chapter 65

NATIONAL LIBRARY



ACCESS TO INFORMATION
CO ORDINATOR
EXECUTIVE SECRETARY
NATIONAL LIBRARY OF CANADA
ROOM 206
395 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0N4

NATIONAL LIBRARY

Background

The National Library of Canada is a branch of government with the rank of a department. It reports to Parliament through the Minister of Communications. Located in Ottawa, its mandate is to ensure that the written heritage of the Canadian people is preserved and made accessible to everyone through the country's libraries.

The National Librarian, who has the status of a deputy head, manages and directs the department. This person has authority to enter into agreements with libraries and educational associations in and outside Canada and to represent the National Library and Canada at international and national conferences and other gatherings.

The associate national librarian assists the National Librarian in the management and direction of the National Library and represents the National Librarian during the latter's absence. The associate national librarian directs the four operational branches; oversees the Library's budget and person-year allocations on behalf of the National Librarian; and represents Canada at national and international conferences. The position has the rank of assistant deputy head.

Laws and Regulations

The National Library operates under the *National Library Act* (1969) and its amendments and enforces the Legal Deposit Regulations (1969).

Overall Responsibilities

To fulfil its responsibilities, the Library collects and promotes Canadian literary heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval, availability, and use; providing reference information, referral and document delivery services, with special emphasis on Canadian subjects, to support similar services provided by other Canadian libraries; and by co-ordinating and participating in national and international programs for identifying and making available needed documents on interlibrary loan so that the nation's total library resources are shared. As part of this responsibility, the Library provides locations and lending services which are supported by the maintenance of national union catalogues, the publication of union lists and inventories of research collections; and connects with sources in Canada and abroad. The Library also provides location and reference services on material produced for handicapped persons.

All these services are supported by the National Library's extensive collection of books, periodicals, newspapers, government documents, other publications, sound recordings and other non-book materials, including access to automated information retrieval systems. The Library specializes in the social sciences and humanities, but its collection of Canadian materials covers all subjects including a collection on native rights. Current Canadian publications are acquired under the Legal Deposit Regulations of the *National Library Act*, which require every publisher to send two copies of most publications to the National Library. It in turn helps other libraries catalogue and classify their collections by providing them with current and retrospective bibliographic data in a variety of formats.

Data for Canadian publications is created by the Library and published in the national bibliography, Canadiana. Data for foreign publications is provided through exchanges of machine-readable records with other national libraries. This service results in significant savings of time and money for libraries and promotes standardization of bibliographic data.

Advised by the National Library Advisory Board and other specialized committees, the National Librarian and the staff also participate in and promote planning for library and information services in Canada, and participate in international planning for such services.

One of the National Library's top priorities is the development of a co-operative, nation-wide decentralized library and information network with international connections using existing as well as emerging information and telecommunications technology. This task involves research, co-operative pilot projects, and the development of standards and policies.

Publications

Through its publishing program, the Library assists in individual research, particularly in Canadian studies, and also helps other libraries in the provision of services to their clients. In addition to Canadiana, the national bibliography, Library publications include specialized bibliographies, indexes and checklists, technical manuals, reports of surveys, directories and union lists, Canadian academic theses in microfiche format (in original language only), catalogues of National Library exhibits, and brochures describing National Library services.

Requests for National Library publications should be addressed to

Publications Section
Public Relations Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 996-6128

General Information

Requests for information about services of the National Library should be addressed directly to a specific branch or service or to a librarian at any public, academic, government, or special library in Canada.

Library

Researchers may use the National Library's services at

395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 995-9481

Tours

Requests for information about tours of the National Library or about its exhibitions and cultural events should be addressed to

Cultural Events Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 593-6618

Access Procedures

Requests under the *Access to Information Act* for access to the National Library files should be addressed to

Access to Information Co-ordinator
Executive Secretary
National Library of Canada
395 Wellington Street, Room 206
Ottawa, Ontario
K1A 0N4
Telephone: (613) 995-3904

Administration Branch

Federal Libraries Liaison Office

The office serves as the main communication link between the National Library and other federal libraries. It gives the many federal department, branch and agency libraries across Canada a continuing contact with the National Library on administrative, operational and planning matters, and promotes joint projects among libraries of the federal government. It also serves as the permanent secretariat of the Council of Federal Libraries, which advises the National Librarian on library services in the federal government.

Manuals

- 1974 Government Library Survey Recommendations
- Council of Federal Libraries By-laws and Decisions

Office for Network Development

The function of this office is to co-ordinate and facilitate the design, development, and implementation of a decentralized nation-wide library and information network. It conducts research on standards, on new technology and on policy issues related to network planning and development. It also conducts pilot projects to test bibliographic network applications in an open-systems environment.

Public Relations Office

This office assists the National Library's staff by advising on communications plans and policies and publicizing the Library's services and activities through a publications program; mounting information displays; advising on media relations; co-ordinating an advertising program; and performing other public relations and information duties.

Cultural Events Office

This office co-ordinates and implements a program of cultural events to reinforce the public image of the National Library and promote a better understanding of Canada's cultural heritage. It administers cultural exhibitions in Canada and abroad to make known the National Library collections to the public; conducts visits to the various branches of the National Library; organizes concerts, lectures, authors' readings and film screenings that are in keeping with the objectives of the National Library; and co-ordinates the National Library's participation in international conferences, in particular, hospitality and special events.

Collections Development Branch

This branch is responsible for receiving and registering, under the Book Deposit Regulations of the *National Library Act*, publications issued in Canada, as well as acquiring books about Canada or by Canadians published abroad. It is also involved in procuring non-Canadian library materials in the social sciences and humanities for the National Library by purchase and exchange. Surplus library materials from Canadian Libraries are collected and exchanged through the Canadian Book Exchange Centre in Ottawa. The branch provides International Standard Book Numbers (ISBN) to publishers in Canada and offers the Canadian Theses on Microfiche Service. At the request of any Canadian university, the Canadian Theses on Microfiche Service publishes (on microfiche) any or all postgraduate theses accepted by that university and sells copies in microform. The branch is also responsible for surveying library resources in Canada and promoting their improvement.

Manuals

- Canadian Acquisitions Division — contains instructions for staff engaged in acquiring library materials
- Canadian International Book Numbering Agency — provides instructions for staff issuing International Standard Book Numbers (ISBN) to Canadian publishers
- Ordering — contains instructions for staff engaged in the selection and acquisition by purchase of library materials
- Bibliographic Searching — lists instructions for staff engaged in the selection and acquisition by purchase of library materials
- Serials Control Unit — outlines instructions for the funding of serial holdings in the National Library collection
- National Library In-house Serial Editor's Guide — instructions for the entering of information of the serial holdings of the National Library in the on-line database
- Canadian Theses on Microfiche Service

Cataloguing Branch

This branch compiles and publishes the current and retrospective versions of the national bibliography: Canadiana, as well as a bilingual list of headings for corporate and personal authors' names used in the bibliography; publishes a list of Canadian subject headings in English and co-publishes a list of subject headings in French; co-ordinates the Canadian Cataloguing-in-Publication program; compiles and publishes a bibliography of Canadian theses; distributes machine-readable cataloguing records for Canadian and foreign publications; assigns International Standard Serial Numbers (ISSN) to Canadian serial publications; contributes to the development of national and international cataloguing standards; contributes cataloguing records for Canadian serials to CONSER, a machine-readable database of serial records; publishes CONSER Microfiche, a bibliography of serials; and catalogues material for the National Library's collection.

Manuals

- Canadian Cataloguing-in-Publication (CIP) Manual for Agent Libraries — contains instructions for CIP agent libraries on preparing a CIP entry and processing requests for CIP from publishers
- UNISIST: International Serials Data System (ISDS) Manual — contains policies and procedures for processing serial publications for inclusion in the international register of serials
- National Library Cataloguing Manual — contains guidelines on the level of treatment of material selected for the bibliography: Canadiana, describing the amount and type of information to be included in catalogue entries for different types of documents; priorities for the processing of material selected for Canadiana; policies on the content and form of a catalogue entry
- Guide de la section française de l'analyse documentaire — contains policies and procedures for analyzing and describing the subject content of a document
- Guide to the Work of National Library Collection Unit — contains instructions on processing material for inclusion in the National Library's collection.
- Serials Section Manual — provides instructions on cataloguing serials
- Government Documents Section Manual — contains instructions for cataloguing federal and provincial publications
- Des collections et des RCAA, II (Dossier — Section des monographies françaises) — contains guidelines for cataloguing documents published in series, according to Anglo-American Cataloguing Rules, second edition (AACR II)
- L'art de bien cataloguer (Section des monographies françaises) — provides instructions for cataloguing monographs

- Catalogue descriptif - bilinguisme (Dossier — Section des monographies françaises) — provides instructions for cataloguing bilingual publications

Library Systems Centre

The Library Systems Centre (LSC) provides computerized systems services to the National Library, to other federal government libraries and to the developing Canadian library network. To meet this objective, the centre operates and enhances DOBIS (Dortmunder Bibliothekssystem), an on-line library-shared database management system. Systems include the bibliographic and authority subsystems and the Machine Readable Cataloguing (MARC) Records Distribution Service (MRDS). The centre also provides leadership in the development of automated systems that can be used widely by Canadian libraries and provides advisory or consulting services to Canadian libraries that are developing automated systems. To provide these services, the centre is organized into the user services area and the computing services area.

Manuals

- System Assurance Manuals — DOBIS
- Terminal Operator's Guide
- User Manuals
- Data Input Conventions

Public Services Branch

This branch is responsible for providing a location and interlibrary loan service and a reference information service, both automated and manual, to libraries, researchers and the general public. Special advisory services are offered in children's literature, music and library and information science, and service for handicapped persons. The branch compiles and maintains the Canadian Union Catalogue of Books, the Canadian Union Catalogue of Serials and the Canadian Union Catalogue of Library Material for the Handicapped (CANUC:H). It also maintains the library collections, including official publications, serials, music, rare books and manuscripts, Canadian newspapers and the Canadian Indian Rights Collection. Through the Multilingual Biblioservice, library materials in the non-official languages in Canada are acquired and disseminated through Canadian public libraries. The branch maintains the secretariat for the Committee on Bibliography and Information Services for the Social Sciences and Humanities (a committee of the National Library Advisory Board).

Manuals

- Music Division Procedures
- Machine Readable Reporting to the Canadian Union Catalogue
- Library Documentation Centre Procedures Manual
- CAN-SDI Systems Manual on Canadian Selective Dissemination of Information Services — describes technical operations of the system (an automated current awareness system)
- CAN-SDI Procedures Manual — provides detailed procedures for writing user profiles for CAN-SDI centres
- Bibliography Unit Manual — contains procedures for preparing lists of books, articles, etc., on a subject
- Periodicals Unit Manual — describes the receiving, shelving, retrieving and photocopying of periodicals and the handling of microforms
- Location and Lending Services Manual — describes how to use the National Library's location and lending services
- Circulation Manual — describes processing of loans and maintenance of the National Library collection
- Canadian Official Publications
- Foreign and International Publications
- Annotations Manual — contains instructions on preparing annotations for a multilingual collection of books

Classes of Records

NLC/ADM-005 *Formerly Identified as:* NLC-10
Federal Libraries Liaison
Description: Information on the promotion of co-operative projects, management consulting to evaluate the effectiveness and efficiency of library services, promotion of standards for library methods and procedures, and development of integrated federal government library services. *Topics:* Federal library studies; surveys; co-operative projects for the organization of federal libraries; operational problems; indexing systems; cataloguing practices; automation; collections; personnel strength; fees for library services; bulk purchasing; network planning and developments; Federal Libraries Liaison Office publications; and library delivery service.

NLC/ADM-010 *Formerly Identified as:* NLC-20
Council of Federal Libraries Secretariat
Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the National Librarian in co-ordinating federal library services. *Topics:* Meetings – Council, steering committee, action committees and working groups; workshops – copyright, fees for services, automation; elections of steering committee members; publishing plans and publications – information series packages, liaison newsletters, annual reports.

NLC/ADM-015 *Formerly Identified as:* NLC-30
Bibliographic Network
Description: Information on research being conducted on new communications technology, development of standard protocols for bibliographic applications; also related advisory groups, committees, library networks. *Topics:* Computer and communications protocols (national and international); computerized library networks; nation-wide library and information network. *Retrievability:* Files arranged by project.

NLC/ADM-020 *Formerly Identified as:* NLC-40
Public Relations
Description: Information on publications and information displays. *Topics:* Production steps for publications and information displays – procurement requests, contracts for advertising, printing, requisitions and correspondence on particular projects in these and other areas of the division's work. *Retrievability:* Files arranged by publication and information display.

NLC/ADM-025 *Formerly Identified as:* NLC-50
Cultural Events
Description: Information on cultural events such as exhibitions, concerts, film screenings and tours. *Topics:* Production steps – planning, implementation, costs.

NLC/CDB-030 *Formerly Identified as:* NLC-60
Acquisitions
Description: Information on the acquisition of Canadian and non-Canadian library material by the National Library; also surplus library materials made available for distribution to Canadian libraries through the Canadian Book Exchange Centre. *Topics:* Compliance with the *National Library Act;* assignment of International Standard Book Numbers (ISBN); government publishers; government documents published; Canadian authors; gifts and deposits of library materials; purchase of library materials – order requests and orders received; bookbinding services.

NLC/CDB-035 *Formerly Identified as:* NLC-70
Canadian Theses
Description: Information on the National Library service of micro-publishing theses accepted at Canadian universities. *Topics:* Acquisition of theses; filing; sales. *Retrievability:* Files arranged by author.

NLC/CAT-040 *Formerly Identified as:* NLC-80
Cataloguing-in-Publication
Description: Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to publication and the cataloguing information is printed in the book at the time of publication. *Topics:* CIP agent library contracts; CIP planning documents; foreign CIP programs; CIP statistics; CIP workflow studies; CIP publicity; completed CIP application forms from publishers. *Retrievability:* Application forms arranged by publisher.

NLC/CAT-045 *Formerly Identified as:* NLC-90
National and International Bibliographic Projects
Description: Information on Cataloguing Branch participation in national and international co-operative projects designed to foster the sharing of bibliographic information within and among nations. *Topics:* ABACUS (Association of National Bibliographic Agencies of Britain, Australia, Canada and the United States); Canadian Institute for Historical Microreproductions; iNet (bibliographic network); DOBIS (bibliographic database); co-operative projects for name and subject authorities; Anglo-American Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); CONSER (CONversion of SERials) project; International Serials Data System; Universal Bibliographic Control (UBC).

NLC/CAT-050 *Formerly Identified as:* NLC-100
Cataloguing Branch Programs
Description: Information on the National Library's cataloguing operations. *Topics:* Cataloguing Branch policies; workflow studies; National Library catalogue study project; processing time analysis system; performance measurement system; pre-1950 bio-bibliograpical file (information on some pre-1950 Canadian authors and titles). *Special Access Note:* Statistical records related to the processing time analysis system and performance measurement system are in machine-readable form.

NLC/CAT-055 *Formerly Identified as:* NLC-110
International Organization for Standardization (ISO)
Description: Information on the work of various committees and subcommittees of the International Organization for Standardization on bibliographic and related standards. *Topics:* Technical committees and working groups concerned with standards for the documentation, terminology and bibliographic description (ISO/INFCO WG; ISO/TC46; ISO/TC46/SC1 etc.) *Retrievability:* Files arranged by ISO committee and work item number. *Special Access Note:* Identify number of ISO committee.

NLC/CAT-060 *Formerly Identified as:* NLC-120
Anglo-American Cataloguing Rules (AACR)
Description: Information on the development and revision of the Anglo-American Cataloguing Rules and the work of the Joint Steering Committee (JSC) for the revision of AACR. *Topics:* AACR 1st edition; AACR 2nd edition; JSC meetings. *Retrievability:* AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system.

NLC/CAT-065 *Formerly Identified as:* NLC-130
Machine Readable Cataloguing (MARC)
Description: Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries. *Topics:* Canadian MARC (CAN/MARC) format; United Kingdom MARC (UK/MARC) format; Library of Congress MARC (LC/MARC) format, etc.

NLC/LSC-070 *Formerly Identified as:* NLC-140
Computing Services
Description: Information on the design, implementation, maintenance and operation of computer-based library information systems and on the technical aspect of network planning and computer technical services – standards, evaluation and selection of systems software and hardware. *Topics:* Systems Development Project; planning; network development; DOBIS Systems Management Systems administration; standards.

NLC/LSC-075 *Formerly Identified as:* NLC-150
User Services
Description: Information on the analysis of Library Systems Centre user needs and the development of specifications for systems to meet these needs; also the design and implementation of new computerized systems and the provision of consulting services. *Topics:* Planning systems development projects; network development; DOBIS System Management standards; systems administration; user liaison; batch systems management.

NLC/PSB-080 *Formerly Identified as:* NLC-170
Newspapers
Description: Information on National Library holdings of newspapers and updates of earlier publications, the Union List of Canadian Newspapers in Canadian Libraries and the Union List of Non-Canadian Newspapers in Canadian Libraries; also newspapers and periodicals on microfilm and correspondence replying to reference questions on newspapers. Finding aids and contact prints for photographs, photostats ordered from original newspapers. *Topics:* Newspapers on microfilm – ethnic, Canadian, foreign; microform masters for Canadian material. *Retrievability:* Files arranged by place, province, decade; microform masters of serials arranged by title, and of newspapers, by province and city. Contact prints arranged by newspaper title; finding aids arranged by subject.

NLC/PSB-085 *Formerly Identified as:* NLC-180
Music Manuscripts and Recordings
Description: Lists of manuscript collections and sound recordings, finding aids for selected archival collections and records on acquisitions by gift or purchase of the Music Division; also correspondence replying to reference questions related to music, and binders listing holdings of 78, 45 and 33 rpm recordings. *Topics:* Manuscript collections; early Berliner records at the National Library; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; lists of donors and donations; records of purchases for the collection; and recordings held by the Music Division. *Retrievability:* Files arranged by manuscript collections and finding aids by name of collector; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality; access to binders by recording artist; acquisitions arranged chronologically; correspondence chronological within a subject.

NLC/PSB-090 *Formerly Identified as:* NLC-190
Union Catalogues
Description: Information on the holdings of libraries in Canada of monographs and serials, including official publications, correspondence files related to library symbols and reporting to the Union Catalogue; also Union Catalogue of Canadian Music Publications to 1950. *Topics:* Holdings of Canadian libraries; library symbols; microfilming catalogues of Canadian libraries; locations of Canadian music published up to 1950. *Retrievability:* Files are arranged by author or title for the pre-April 1980 accessions card form; Canadian music publications are arranged by composer, title, publisher and date. *Storage Medium:* Accessions received after April 1980 are machine-readable.

NLC/PSB-095 *Formerly Identified as:* NLC-200
Library and Information Science Reference Material
Description: Information on topics of interest to the Canadian library community: library related subjects; libraries; librarians; library associations; library schools; meetings; library equipment; documents from a clipping service, periodicals scanned in the Library Systems Centre, and a variety of published and research papers; also enquiries and related correspondence. *Topics:* Recent developments in libraries; including Canadian library science research; automation of library operations; development of bibliographic databases; union catalogues; library administration; collections development; microcomputers in libraries; national libraries and systems. *Retrievability:* Files arranged by subject group or by name of librarian, library or association.

NLC/PSB-100 *Formerly Identified as:* NLC-210
Service for Handicapped Persons Reference Material
Description: Information on topics of interest to Canadian libraries serving handicapped persons. *Topics:* Library services, library programs, physical access to libraries, technical aids. *Retrievability:* Subject, library.

NLC/PSB-105 *Formerly Identified as:* NLC-220
Indian Rights
Description: Manuscripts, theses, research papers, official documents, published and unpublished material necessary for the conduct of original research into the historical and legal basis for Indian claims. *Topics:* Native claims in Canada with comparative materials for the United States, Australia and New Zealand; legislation pertaining to Indian claims. *Retrievability:* Author, title, subject.

NLC/PSB-110 *Formerly Identified as:* NLC-230
Social Sciences and Humanities
Description: Some unpublished bibliographies up to 1974, reference questions and related correspondence, and research documentation, New Reference Books List (monthly) and a file of reference books on order.

NLC/PSB-115 *Formerly Identified as:* NLC-240
Children's Literature
Description: Information on children's literature and libraries; book lists by country and subject; slide collection of illustrations in Canadian children's books by illustrator, title and date of book; poster collection with access by author, title and subject; archival IBBY (International Board on Books for Young People). *Topics:* Book selection in school libraries; current Canadian children's books; illustrations; bilingual books; other languages; comic books; professional literature; records; braille books; children's writing; periodicals. *Retrievability:* Material filed by subject; children's book collection by author, translator, illustrator, title, series, chronology, children's writings, books in braille, books with records, books in languages other than English or French, and award-winning books; textbook collection accessed by author, translator, illustrator, title, series, chronology and place; and correspondence files.

NLC/PSB-120 *Formerly Identified as:* NLC-250
Official Publications
Description: Card catalogues of the collections of Canadian official publications and of foreign and international publications; a Kardex, listing serial holdings of foreign and international publications, correspondence and reference files on official publications; and a card index to commissions, committees, task forces. *Topics:* Government structure; arrangement of collections of official publications; laws and regulations; shipping lists; statistics; and reference tools related to official publications. *Retrievability:* Commission index arranged by subject and name of chairman.

NLC/PSB-125 *Formerly Identified as:* NLC-270
Rare Books
Description: Correspondence and reference files on rare books. *Topics:* Rare books; individual rare books; preservation and conservation of library materials. *Retrievability:* Files arranged by subject or author.

NLC/PSB-130 *Formerly Identified as:* NLC-260
Library Services in Non-official Languages
Description: Correspondence on library services in non-official languages and files of press clippings on multiculturalism and ethnic groups. *Topics:* Library services to ethno-cultural communities; multiculturalism. *Retrievability:* Files arranged by subject and ethnic group.

Deleted Classes of Records

NLC-160 Systems and Methods Office

NATIONAL MUSEUMS OF CANADA

Chapter 66

NATIONAL MUSEUMS OF CANADA

NATIONAL MUSEUMS OF CANADA
(NMC)

CORPORATE MANAGEMENT/ CORPORATE SERVICES
(CMS)

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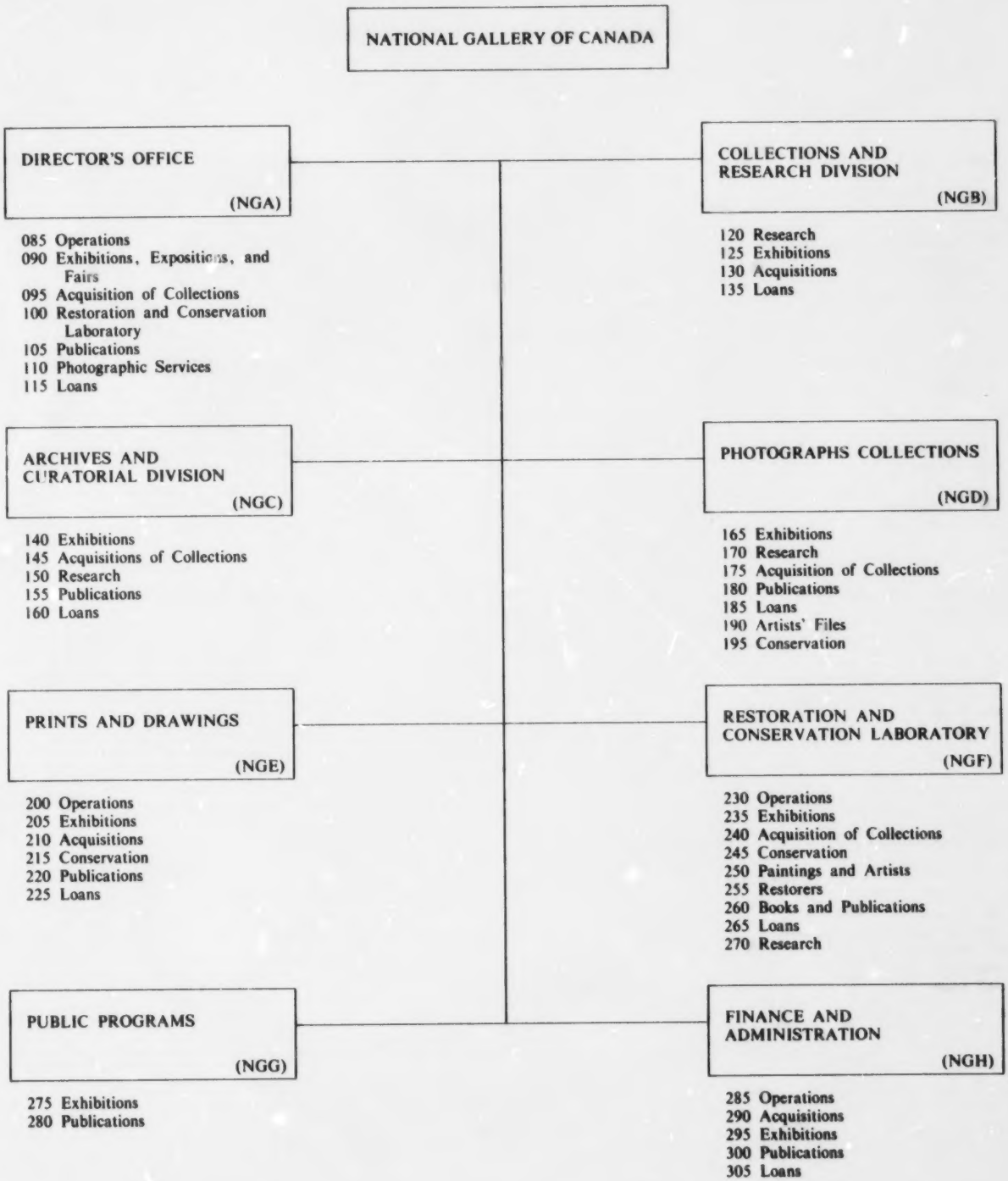
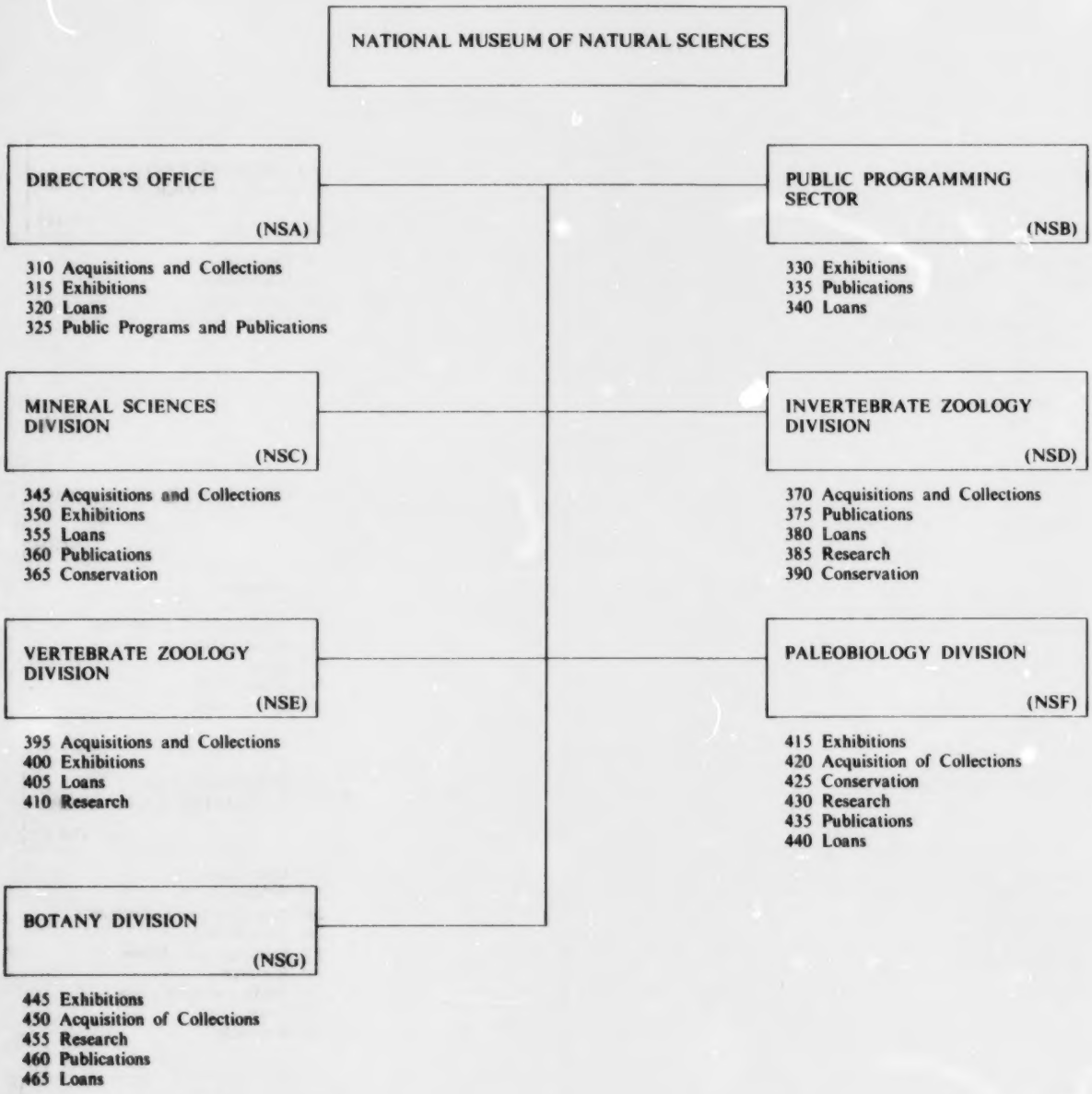
NATIONAL PROGRAMS
(NPG)

045 Mobile Exhibits Program
050 Conservation
055 Loans
060 Discovery Train
065 Canadian Heritage Information Network
070 Canadian Conservation Institute
075 International Program
080 Museum Assistance Programs

NATIONAL MUSEUMS OF CANADA



NATIONAL MUSEUMS OF CANADA



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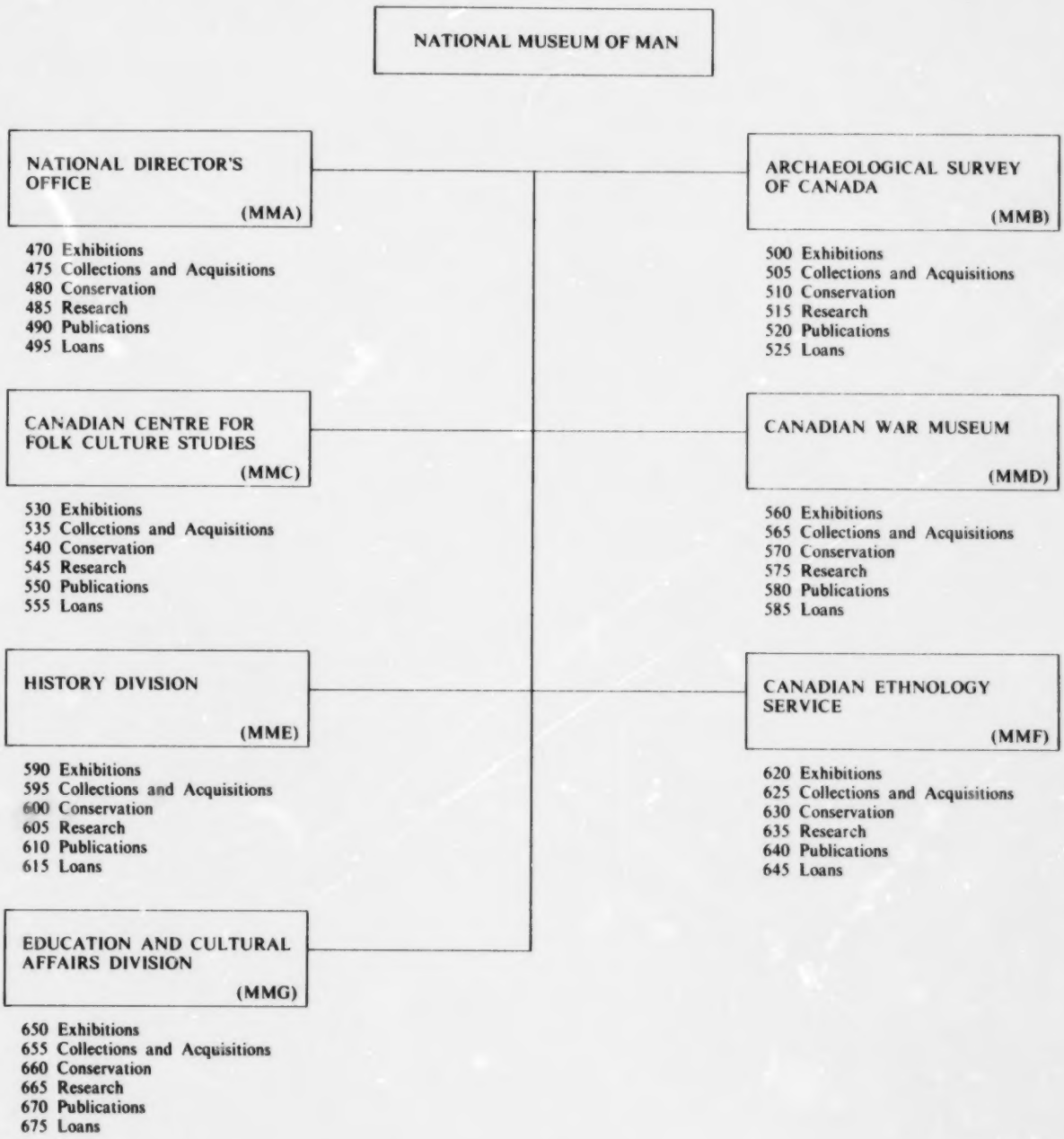


NATIONAL MUSEUMS OF CANADA

NATIONAL MUSEUM OF
SCIENCE AND TECHNOLOGY
(MST)

680 Exhibitions
685 Acquisitions of Collections
690 Conservation
695 Loans

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
OFFICE OF THE ASSISTANT
SECRETARY GENERAL
CORPORATE SERVICES
NATIONAL MUSEUMS OF CANADA
L'ESPLANADE LAURIER
21st FLOOR
300 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0M8

NATIONAL MUSEUMS OF CANADA

Background

The National Museums of Canada (NMC) incorporate, within a single administration, Canada's four national museums: the National Gallery of Canada; the National Museum of Man, including the Canadian War Museum; the National Museum of Natural Sciences; and the National Museum of Science and Technology, including the National Aviation Museum.

The National Museum of Man and the National Museum of Natural Sciences both evolved out of the National Museum of Canada, an institution that had its origin in the founding of the Geological Survey of Canada in Montréal in 1842. In 1880 the Survey and its museum were moved to Ottawa and in 1910 were located in the newly-constructed Victoria Memorial Museum Building. By this time the museum staff, as distinct from that of the Survey, was divided into a Biology Division and an Anthropology Division. The National Museum of Canada was formally established in 1927. Natural History and Human History branches were formed in 1956 and the Canadian War Museum, which dates back to 1880, was added to the latter branch in 1958. Since 1968, the National Museum of Man and the National Museum of Natural Sciences have been components of the National Museums of Canada.

The beginnings of the National Gallery of Canada are associated with the founding of the Royal Canadian Academy of Arts in 1880. The Marquis of Lorne, then Governor General, had recommended and assisted in the founding of the Academy and among the tasks that he assigned to that institution was the establishment of a national gallery at the seat of government. The National Gallery was incorporated by an Act of Parliament in 1913. It occupied a section of the Victoria Memorial Museum Building until 1960 when it was moved into the Lorne Building. In 1968, the National Gallery became a component of the National Museums of Canada.

The National Museum of Science and Technology is the most recently formed of Canada's national museums. It began with the creation of a Science and Technology Branch of the National Museum of Canada in 1964. A director was appointed in 1966 and the museum opened in 1967, one year before it became a component of the National Museums of Canada. The National Aeronautical Collection, formed by the Royal Canadian Air Force in 1964, was added to the museum when it opened. In 1982, the Natonal Aeronautical Collection became known as the National Aviation Museum.

In 1972, National Museums of Canada began developing a national museum policy designed to ensure the preservation of Canadian museum collections and increase public access to them. The five divisions of the National Programs Branch of the NMC provide services and assistance to the Canadian museum community to further the objectives of this policy. As well, the NMC has fostered co-operation among Canadian museums by forging a network of 25 associate museums (including the four national museums) and 23 national exhibition centres.

Overall Responsibilities

The National Museums of Canada is a Crown Corporation established in 1968 by the *National Museums Act* which reports to Parliament through the Minister of Communications. It is administered by its own secretariat under the authority of a Board of Trustees. The Secretary-General is the chief executive officer of the corporation. The purposes of the corporation, as defined in the Act, are to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof.

Key Contacts

General Information

Information may be obtained by contacting the following:

- Information Services Directorate, National Museums of Canada
- Information Services, National Gallery
- Media and Public Relations, National Museum of Man
- Public Relations, National Museums of Natural Sciences
- Public Relations, National Museum of Science and Technology
- Library Services, National Museums of Canada
- Reference Library, National Gallery

Publications

Information on titles of National Museums of Canada publications may be obtained from

Marketing Manager
L'Esplanade Laurier Building
National Museums of Canada
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M8

Access Procedures

Information requests under the *Access to Information Act* should be addressed to

Access to Information and Privacy Co-ordinator
Office of the Assistant Secretary General
Corporate Services
National Museums of Canada
L'Esplanade Laurier, 21st Floor
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M8
Telephone: (613) 995-9380

National Programs

In 1968, the federal government announced its overall cultural policy based on the principles of democratization, decentralization, pluralism, and federal-provincial and international co-operation. The Secretary of State developed, and the Cabinet approved, a more specific National Museum Policy with two objectives — to preserve the elements of the national heritage, and to increase access to that heritage. The National Museums established five programs to meet the objectives of the National Museum policy. Collectively known as the National Programs, they are: the Canadian Conservation Institute, the Canadian Heritage Information Network, the International Program, the Mobile Exhibits Program and the Museum Assistance Programs. Together these programs form a component of the National Museums Corporation called the National Programs Branch. It is headed by an assistant secretary-general who is supported by the five program directors and the services of a central finance and administration unit called the Program Co-ordination Division.

National Gallery of Canada

Director's Office

The National Gallery of Canada (NGC) holds in public trust the most comprehensive collection of Canadian fine and decorative arts, and the finest collection of non-Canadian paintings, sculptures,

drawings, prints and photographs in the country. Properly supported, these collections are an important resource in establishing self-awareness and pride throughout Canada. The goals of the National Gallery of Canada, consonant with the objectives and priorities of the National Museums of Canada, are directed towards national purpose and must be realized with the highest professional standards. The gallery maintains its holdings at a high level of preservation, and supports them through research for the development of the collections, the organization of exhibitions and the publication of catalogues.

Archives and Curatorial Division

The division is responsible for holdings of correspondence and archives for research and documentation.

Restoration and Conservation Laboratory

The function of the laboratory is to provide specialized conservation treatment for works of art. It thus examines, inspects, restores and analyzes the status of the present collection, prepares works of art for loans, exhibitions, and display in government houses and offices and prepares examination reports on new acquisitions.

National Museum of Natural Sciences

The Museum of Natural Sciences (NMNS) deals with the sciences of botany, geology, paleobiology and zoology. Five main exhibition halls on the birds and mammals of Canada, prehistoric animals, geology and the evolution of animal life are maintained in the Victoria Memorial Museum. Large research collections are held in other buildings in Ottawa. These collections are open to study by qualified students, including post-doctoral fellows and other contractees sponsored by the museum. The National Herbarium contains vascular plants and cryptogamic plants. The National Zoological Collections include molluscs, crustaceans, other invertebrates, fish, reptiles, amphibians, birds and mammals. The Palaeontological Collections contain vertebrate fossil specimens. Gem stones and minerals, rocks and ores from many regions of the world are some of the other collections found in this museum. In addition, it holds scientific and popular publications on these subjects.

The function of the Museum is the collection of specimens, audio-visual material or art work, as examples or depictions of flora, fauna or geological material. The basic objectives of the collection program are to acquire, preserve and use representative samples of the earth's biological and geological entities. This provides a comprehensive national scientific reference collection of flora, fauna and geological material with particular reference to Canadian material, but with other specimens which may aid in understanding Canadian problems. The museum maintains display and research collections in the quantities required to meet the needs of present and developing natural history museums in Canada and elsewhere, and to provide present and future generations with a perspective of current scientific and educational needs and a prospectus on future needs.

Mineral Sciences Division

The division is included under geological collections. Its holdings include reference and display examples of minerals, gemstones, rocks and ores. Minerals are acquired through purchase, exchange, donation, field collection and research on classic geological localities. Duplicate material through donations or direct collection is encouraged to provide exchange specimens.

Biological Collections

These collections include the vertebrate and invertebrate zoology, botany and paleobiology divisions. They are improved and completed primarily through field collecting and exchanges with other institutions. Collecting by a national museum is carried out on a broad front so as to include all families of organisms. The establishment of priorities is based on the completeness of representation of Canadian biota in national collections, the availability of specimens and data in other museums, and the inclusion of non-Canadian material related taxonomically, geographically or ecologically to Canadian specimens, as well as representative material from major biomes of the world to provide comparative material for research and display. Duplication of existing collections is discouraged, unless it provides an opportunity for exchanges with other museums.

National Museum of Man

Director's Office

The office is responsible for the administration and operation of all divisions within the National Museum of Man (NMM) as well as the management of the museum's role in public programming. Attached to the office are three senior scientist positions in the fields of archaeology, folk culture and ethnology.

Archaeological Survey of Canada

The Archaeological Survey of Canada (ASC) is primarily concerned with the recovery, study, preservation and presentation of information and artifacts on the prehistory of Canada. It is also concerned with the excavation of archaeologically important sites threatened with destruction by large construction projects such as roads, dams, airports or harbours. The survey maintains a collection of scientific records, including reports, field records and photographs produced by both staff scientists and contract researchers, which is available to qualified researchers. Artifacts and other archaeological remains are catalogued and conserved on behalf of the people of Canada. The results of the research and collection programs are disseminated through publications such as the Mercury series, Canadian Studies reports and the popular Canadian Prehistory series, co-published with commercial publishers. In addition, these research programs provide the basis for exhibitions, fact sheets, films, museum kits and videotapes, which convey the work of the ASC to the public.

Canadian Centre for Folk Culture Studies

The Canadian Centre for Folk Culture Studies (CCFCS) was established in 1969 to record and study various aspects of folk culture among all ethnocultural groups in Canada, with the exception of native peoples. The centre conducts a variety of research and collection programs, both in-house and on contract, which range from the collection and analysis of oral lore to the acquisition and conservation of all aspects of Canadian folk life. It disseminates information through the Mercury series, Canadian Studies reports and Oracle series. The research work of the CCFCS also reaches the public thorough exhibitions, museum kits, film, videotapes and Canada's Visual History series. In addition, the CCFCS provides professional advice and information to the scientific community and to the public at large on all matters related to Canadian folklore and folk life.

Canadian War Museum

In 1980, the Canadian War Museum celebrated 100 years of recording, collecting and preserving material on the military history of Canada, and of the nations that have been her friends and foes. In addition to collecting, identifying, cataloguing, conserving and researching artifacts from various military conflicts, the museum undertakes research projects and maintains archival material for further study. The results of its research and collection programs

reach the public via the Mercury series, Canadian Studies reports and a popular series of books published on a variety of military history topics.

History Division

This division is concerned with researching, preserving and presenting to Canadians the social, economic and cultural history of non-aboriginal man since the beginning of European settlement in Canada. The division has as its goal, the collection and conservation of representative artifacts highlighting Canadian material of national interest, representing every region in Canada and all socio-economic groups and time periods in the nation's past. The division also conducts historical research on material culture in society to reconstitute portions of Canada's past. Publications produced by the division help interpret and explain Canadian history and increase national self-knowledge. These include the Mercury series, two periodicals — the Urban History Review and the Material History Bulletin, available on subscription — and popular publications such as the History of Canadian Cities series and a series of works on pre-industrial crafts which are published in co-operation with commercial publishers.

Canadian Ethnology Service

The traditional culture of Canadian Indians, Inuit and Métis is the focal point for the ethnographic research and artifact collections of the Canadian Ethnology Service (CANES). Research programs concerned with general ethnology, linguistics, material culture and ethnohistory have been carried on since the 1890s. Research projects to document cultural traditions are undertaken by both CANES and contract researchers. There is also a research collection of nearly 60,000 artifacts acquired over the last century, which are catalogued and conserved, and can be loaned to approved institutions for exhibition purposes or studied by qualified scholars and students. The scientific results of CANES programs reach the public through the Mercury series, Canadian Studies reports, fact sheets, films, videotapes, exhibitions, museum kits and Canada's Visual History series.

Education and Cultural Affairs Division

This division co-ordinates the National Museum of Man's nation-wide extension program of travelling exhibitions and museum kits while maintaining the permanent display galleries within the Museum and developing temporary exhibitions for the public in the national capital region. A media relations section promotes museum activities. The division maintains a national loans collection of artifacts and exhibition material which can be lent to schools, theatre groups or exhibition centres that cannot meet the environmental requirements for borrowing material from the main museum collections.

The activities of this division emphasize communication. The products of the research and collection activities of the National Museum of Man are interpreted to the general public across Canada through extension and information programs. A range of material such as the Oracle series, the Activity series, Canada's Visual History series, gallery guides and other items for the public is co-ordinated or produced by the division. The regional programs section of this division arranges school visits to the museum's displays and provides public programs which include films, demonstrations, lectures, theatre performances and an enquiry service.

National Museum of Science and Technology

The National Museum of Science and Technology (NMST) is designed to increase the scientific literacy of Canadians and visitors from other countries. Scientific principles and displays are demonstrated by artifacts and texts which correlate these principles with the development of technology; emphasis is on ground transportation, aviation, agriculture, shipping and industrial technologies. Collections are made available to other museums in Canada and abroad.

National Aviation Museum

The National Aviation Museum includes aircraft, engine collections and other artifacts related to the development of aviation.

Classes of Records

NMC/CMS-005 *Formerly Identified as:* NMC-10

Archaeology

Description: Information on the recovery, study, preservation and presentation of information and artifacts related to Canada's history; also excavation of archaeological sites threatened with destruction by construction projects, roads, dams, airports and harbours. *Topics:* Policy; rescue and urgent ethnology and archaeology; preservation of sites in the Arctic archaeological digs: Toronto International Airport, Mackenzie Hig' way Project, Dempster Highway Project, Donovan Site — Hamilton Airport; native burial grounds; rock paintings and petroglyphs; Northern pipelines.

NMC/CMS-010 *Formerly Identified as:* NMC-20

Exhibitions

Description: Information on the permanent exhibitions for all NMC components, international exhibitions and travelling exhibitions. *Topics:* Policy and general correspondence on exhibitions for all the components; international exhibitions — Tutankhamen, Master Paintings from the Hermitage, USSR, Chinese Exhibition, Transpo '86, Yaroslaw — artifacts; schedules of travelling exhibitions — Journey into Our Heritage.

NMC/CMS-015 *Formerly Identified as:* NMC-30

Acquisition of Collections

Description: Information and general correspondence on the acquisition of artifacts by purchase, gift, donation and exchange. *Topics:* Policy; authentication; overlap in collections; paintings — National Gallery; collections for the Museum of Natural Sciences, the Museum of Science and Technology, the Museum of Man and the Canadian War Museum — Medals, By-Dyberger Maquette; income tax deductions for gifts and donations.

NMC/CMS-020 *Formerly Identified as:* NMC-40

Publications

Description: Books and publications originating from scientific research done by various scientists, historians, archaeologists and curators, within NMC components. *Topics:* Policy; general correspondence; involvement of Department of Supply and Services in publications; co-publishing; copyrights; catalogues; specific publications of the different museums.

NMC/CMS-025 *Formerly Identified as:* NMC-50

Planning and Policy Development (Revised)

Description: Information on corporate planning and policy development. *Topics:* Federal and provincial cultural policies; planning and policy studies; planning systems; strategic plans; medium term plans; operational plans; policy development by subject; museological research by subject; Indemnification.

NMC/CMS-030 *Formerly Identified as:* NO REFERENCE
Evaluation (New)
Description: Information on evaluation of museum programs and activities. *Topics:* Policies; plans; individual evaluations.

NMC/CMS-035 *Formerly Identified as:* NMC-60
Loans
Description: Information on the loan of artifacts to museums across Canada. *Topics:* Policy; controversial material; Fire Fighters' Museum of Nova Scotia; Tate McKenzie; General Murray's Powder Horn; Haida Canoe.

NMC/CMS-040 *Formerly Identified as:* NO REFERENCE
Board of Trustees (New)
Description: Information relating to the Board of Trustees of the NMC and to Board committees. *Topics:* Personnel; meetings; committees; minutes; briefing papers.

NMC/NPG-045 *Formerly Identified as:* NMC-80
Mobile Exhibits Program
Description: Information on the operation of three museumobiles — Canada North, Canada West and Atlantic Canada. *Topics:* General operations; thematics; tour co-ordination; tour management; support program for each of the three museumobiles.

NMC/NPG-050 *Formerly Identified as:* NMC-90
Conservation
Description: Information on the conservation of artifacts to ensure preservation. *Topics:* Conservation reports; conservation and refurbishment.

NMC/NPG-055 *Formerly Identified as:* NMC-100
Loans
Description: Information on incoming loans for the three travelling museumobiles. *Topics:* Policy; institutions; agreements.

NMC/NPG-060 *Formerly Identified as:* NMC-110
Discovery Train
Description: Information on the Discovery Train — a travelling exhibition operating between 1978 and 1980. *Topics:* Purchase of the American Freedom Train; sites; design and fabrication; sponsors; provincial and community liaison.

NMC/NPG-065 *Formerly Identified as:* NMC-120
Canadian Heritage Information Network
Description: Information on the development of comprehensive and meaningful standards for the documentation of museum collections, the provision of services designed to assist museums in properly documenting their collections, and the application of EDP techniques to alleviate some of the collection management problems. *Topics:* Policy; procedures; general correspondence; museum services; documentation; liaison data; correspondence — artifact documentation for Canadian museums. *Storage Medium:* EDP systems.

NMC/NPG-070 *Formerly Identified as:* NMC-130
Canadian Conservation Institute
Description: Information on the provision to Canadian museums of specialized conservation services, conservation research, training through internships, a mobile laboratory service and publications and information services on the institute's conservation research projects and other related technical areas. *Topics:* Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; mobile laboratory service; conservation processes research; environment and deterioration research; analytical research services; photographic services; documentation; publications; internships; workshops and seminars; library. *Storage Medium:* 35-mm slides.

NMC/NPG-075 *Formerly Identified as:* NMC-140
International Program
Description: Information on international museum activities, the publication of a catalogue of exhibits, liaison with institutions and government departments and international negotiating expertise. *Topics:* Country files; show and exhibitions; museums and galleries; External Affairs Canada — cultural exchange programs; miscellaneous budget, policy, finance, administration; UNESCO; ICOM. *Retrievability:* Files on exhibits are arranged by country.

NMC/NPG-080 *Formerly Identified as:* NMC-150
Museum Assistance Programs
Description: Information on the provision of financial and technical assistance to museums, art galleries and other non-profit institutions across Canada wishing to participate in the accomplishment of the National Museum's dual policy objectives of increased accessibility to, and enhanced preservation of, Canada's cultural heritage; also the information and co-ordination mechanisms required to ensure the effective use of the financial assistance available. *Topics:* Associate Museums program; National Exhibition Centre program; Public Programming Assistance; Exhibitions Assistance program; Registration Assistance program; Upgrading and Equipment Assistance program; Special Activities Assistance program; Training Assistance program; Conservation Assistance program.

NMC/NGA-085 *Formerly Identified as:* NMC-160
Operations
Description: Information on the general operations of the National Gallery of Canada. *Topics:* Assessments for the Museums Assistance program (formerly consultative committee); special events; postage stamps; movement of works of art.

NMC/NGA-090 *Formerly Identified as:* NMC-170
Exhibitions, Expositions and Fairs
Description: Information on permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions. *Topics:* Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions — Matisse, Jordaens, Poussins, Puvis de Chavannes and Van Wittel.

NMC/NGA-095 *Formerly Identified as:* NMC-180
Acquisitions of Collections
Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations. *Topics:* Gifts proposed, approved and rejected; purchases — paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions — W. Croscup Room, Bernini, Lotto, RCA Diploma Works, Brangwyn Mural, Borduas Collection, Birks Collection, Crane Collection, Heeramaneck collection.

NMC/NGA-100 *Formerly Identified as:* NMC-190
Restoration and Conservation Laboratory
Description: Information on the conservation of works of art. *Topics:* Policy; damages to paintings and sculptures.

NMC/NGA-105 *Formerly Identified as:* NMC-200
Publications
Description: Information on various aspects of publications activities at the National Gallery of Canada. *Topics:* Policy; permanent catalogue project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists series.

NMC/NGA-110 *Formerly Identified as:* NMC-210
Photographic Services
Description: Information on the gallery's photographic services; registration; education services; education policy; audio-visual.

NMC/NGA-115 *Formerly Identified as:* NMC-220
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

NMC/NGB-120 *Formerly Identified as:* NMC-230
Research
Description: Research files on exhibitions the curator has organized. *Topics:* W.W. Alexander; J.E.H. MacDonald; Ontario Society of Artists; Art Museum of Toronto; Canadian Art Club; artistic' files; art societies; art institutions; art exhibitions; collectors' files. *Retrievability:* These files are located in the office of the Curator of Historic Canadian Art.

NMC/NGB-125 *Formerly Identified as:* NMC-240
Exhibitions
Description: Information on Ottawa exhibitions, correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues. *Topics:* The Young van Dyck Exhibition (1980); Bolognese Drawings Exhibition (1981); Meissen Exhibition; Hiroshima, Drawings by Survivors; Ladders to Heaven; Costakis Exhibition; Esthetiques modernes au Québec; F.H. Varley; Canadian Painting in the Thirties; To Found a National Gallery: The Royal Canadian Academy of Arts 1880-1913. *Retrievability:* These files are located in the European Art and Historic Canadian Art divisions.

NMC/NGB-130 *Formerly Identified as:* NMC-250
Acquisitions
Description: Information on acquisitions of historic Canadian art, and files on dealers and artists. *Topics:* Preliminary correspondence with artists, collectors and dealers on the acquisition of historic Canadian art by gift and purchase; dealers and artists — David Bolduc, artist, Tony Brown, artist, Jeff Wall, artist. *Retrievability:* The files are located in the Contemporary Art and Historic Canadian Art divisions.

NMC/NGB-135 *Formerly Identified as:* NMC-260
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices, *Topics:* Exhibitions — A.Y. Jackson, A.H. Robinson, David Bolduc, Ivan Eyre; loans — Rideau Hall, Prime Minister's residence, ministers' offices (files are located in the Contemporary and Canadian Historic Art divisions); restricted loan list; loans — Canadian works, non-Canadian, European, prints and drawings; list of loans — long-term, government; short-term loans — transportation schedule; monthly report on loans (these files are located in the Registrar's office).

NMC/NGC-140 *Formerly Identified as:* NMC-270
Exhibitions
Description: Information on permanent, temporary, special, international and travelling exhibitions between 1959 and the present. *Topics:* Offers and suggestions for exhibitions; exhibitions in Canada; in foreign countries; National Gallery involvement in exhibitions organized by other organizations.

NMC/NGC-145 *Formerly Identified as:* NMC-280
Acquisitions of Collections
Description: Information on the acquisition of works of art by purchase, gift and donations; reproductions; offers of works of art that have been accepted and rejected. *Topics:* Correspondence on dealers, donors, collectors and artists; paintings; prints and drawings; sculpture; conservation; requests for information; works of art held by the private sector, other museums and university collections. *Special Access Note:* Files held in the Archives under the Curatorial division are categorized as being acquired prior to 1958, and between 1959 and the present.

NMC/NGC-150 *Formerly Identified as:* NMC-290
Research
Description: Individual research dossiers for art objects in the collections of the National Gallery (excluding works on paper, prints and drawings and photographs). *Topics:* Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; and videotapes and films. *Retrievability:* Files are arranged by name of artist. *Special Access Note:* Limited access to the public due to the confidentiality of negotiations, prices, and information on other works in private hands.

NMC/NGC-155 *Formerly Identified as:* NMC-300
Publications
Description: Information on National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present. *Topics:* Catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of the National Gallery.

NMC/NGC-160 *Formerly Identified as:* NMC-310
Loans
Description: Information on loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad; also incoming and outgoing loans on a short or long-term basis and loans from public and private collections. *Topics:* General correspondence and policy; Canadian loans — approved and rejected; non-Canadian loans — approved and rejected; incoming loans; government departments; international and domestic, by province; war art; for exhibitions — domestic and international.

NMC/NGD-165 *Formerly Identified as:* NMC-320
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; planning; schedules of exhibition programs; extension services; proposed exhibitions refused; publicity and advertising; invitations to openings; National Gallery of Canada exhibitions — Eugene Atget; David Heath; photographs from the collection.

NMC/NGD-170 *Formerly Identified as:* NMC-330
Research
Description: Information on the various processes used in photographic reproduction. *Topics:* Computer image processing; le daguérréotype a Québec; slide production; photography recipe.

NMC/NGD-175 *Formerly Identified as:* NMC-340
Acquisitions of Collections
Description: Acquisition of works of art through purchase, gifts and donations. *Topics:* Policy; individual file for each donor; purchases.

NMC/NGD-180 *Formerly Identified as:* NMC-350
Publications
Description: Information on various aspects of publication activities at the National Gallery of Canada. *Topics:* Policy; permanent catalogue project; copyright and reproduction rights; bulletins; journals.

NMC/NGD-185 *Formerly Identified as:* NMC-360
Loans
Description: Information on incoming and outgoing loans for exhibition. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

NMC/NGD-190 *Formerly Identified as:* NMC-370
Artists' Files
Description: Information on artists — biographies, exhibitions and places where they have exhibited their works; correspondence. *Topics:* William Henry Fox Talbot; J.J.E. Mayall; Hugh W. Diamond; Henry Pollock.

NMC/NGD-195 *Formerly Identified as:* NMC-380
Conservation
Description: Information on the conservation of works of art. *Topics:* Policy; requests for restoration services; cursory inspection; damage to photographs.

NMC/NGE-200 *Formerly Identified as:* NMC-390
Operations
Description: Daily correspondence from Prints and Drawings division. *Topics:* Requests for information; curatorial files.

NMC/NGE-205 *Formerly Identified as:* NMC-400
Exhibitions
Description: Information on temporary, in-house and travelling exhibitions of prints and drawings. *Topics:* In-house, collection-generated exhibitions — Picasso, Vollard Suite; in-house, outside-generated exhibitions — Bolognese Drawings in North American Collections, 1600-1800; travelling, collection-generated exhibitions — British Masters: 18th and 19th Century English watercolours and drawings from the collection of the National Gallery of Canada; travelling, outside-generated exhibitions — La Pierre Parle.

NMC/NGE-210 *Formerly Identified as:* NMC-410
Acquisitions
Description: Information on the acquisition of prints and drawings through purchases and gifts. *Topics:* Dealers; offers for purchase, gifts; annual acquisition meetings.

NMC/NGE-215 *Formerly Identified as:* NMC-420
Conservation
Description: Information on the conservation of works of art on paper. *Topics:* Policy and procedure; public requests for conservation; in-house conservation (matting, framing, conservation orders).

NMC/NGE-220 *Formerly Identified as:* NMC-430
Publications
Description: Information on National Gallery of Canada publications. *Topics:* National Gallery — files on catalogues of permanent collection of prints and drawings and special exhibitions (see under Exhibitions, NMC/NGE-205); outside — files on scholarly articles for outside publications.

NMC/NGE-225 *Formerly Identified as:* NMC-440
Loans
Description: Information on incoming and outgoing, individual and group loans for exhibitions. *Topics:* Loans to other institutions in Canada and abroad; gallery loans from other institutions in Canada and abroad; inter-gallery loans.

NMC/NGF-230 *Formerly Identified as:* NMC-450
Operations
Description: Information on the general operations of the laboratory. *Topics:* Chemicals; lining techniques; technical studies; insurance; safety; steps used in the preparation of opaque cross-section.

NMC/NGF-235 *Formerly Identified as:* NMC-460
Exhibitions
Description: Information on aspects of exhibiting; includes files on various exhibitions held. *Topics:* Lighting for exhibitions in galleries; exhibitions — Progress in Conservation, Fontainbleau, Pellan, Tanenbaum, El Greco.

NMC/NGF-240 *Formerly Identified as:* NMC-470
Acquisitions and Collections
Description: Examination reports for new acquisitions; also specific files on gifts. *Topics:* Examination reports — Canadian School, European School; Rideau Convent Chapel; Croscup Room; gifts and donations; Heeramaneck Collection; Madame Claude Bertrand.

NMC/NGF-245 *Formerly Identified as:* NMC-480
Conservation
Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation. *Topics:* Conservation of works of art — National Gallery collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan to Government House; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, including the Canadian Phalanx; Guggenheim Museum and Auguste Rodin; paper — deacidification, thermo paper, aging; safety of prints and drawings.

NMC/NGF-250 *Formerly Identified as:* NMC-490
Paintings and Artists
Description: Information on various artists and paintings. *Topics:* Correspondence; Baldung; Bellotto; Rembrandt; Krieghoff — White Horse Inn by Moonlight; Borduas; Cosgrove.

NMC/NGF-255 *Formerly Identified as:* NMC-500
Restorers
Description: Notes on restorers; Mrs. Awana Paul.

NMC/NGF-260 *Formerly Identified as:* NMC-510
Books and Publications
Description: General information on books and publications. *Topics:* Bulletin No. 9; Restoration and Conservation Laboratory Journal.

NMC/NGF-265 *Formerly Identified as:* NMC-520
Loans
Description: Information on various aspects of loans. *Topics:* Policy; loans to government offices — Prime Minister's residence, universities, Canadian museums, American museums; inward loans procedure; restricted loans list; restoration of paintings on loan.

NMC/NGF-270 *Formerly Identified as:* NMC-530
Research
Description: Information on aspects of research and researchers. *Topics:* Mrs. M. Kahr; Rembrandt; John Nieuostraten — The Hague; research on artists.

NMC/NGG-275 *Formerly Identified as:* NMC-540
Exhibitions
Description: Information on permanent, travelling and special exhibitions, exhibit planning and proposed exhibitions. *Topics:* Charles R. Forrest; Fantin-Latour; Bolognese Drawings; Animals in Bronze; F.H. Varley Retrospective. *Retrievability:* Files are located in the public relations, education services, exhibitions department and assistant director, public programs offices.

NMC/NGG-280 *Formerly Identified as:* NMC-550
Publications
Description: Planning and editorial information on publishing National Gallery catalogues and journals. *Topics:* Annual bulletins; Bolognese Drawings; Comfortable Arts; F.H. Varley Retrospective; Greg Curnoe. *Retrievability:* Files are located in the offices of the assistant director, public programs, and the publications division.

NMC/NGH-285 *Formerly Identified as:* NMC-560
Operations
Description: Information on the general operations at the (National Gallery. *Topics:* Policy; prints and drawings; movement of works of art; corporate sponsorship; curatorial operations.

NMC/NGH-290 *Formerly Identified as:* NMC-570
Acquisitions
Description: Information on the acquisition of works of art through purchases, gifts and donations. *Topics:* Policy; Croscup Room; Treasury Board of Canada submissions; insurance; damage to paintings.

NMC/NGH-295 *Formerly Identified as:* NMC-580
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; architectural concepts; Ottawa exhibitions; Tanenbaum Exhibitions; Japanese-Canadian exhibitions.

NMC/NGH-300 *Formerly Identified as:* NMC-590
Publications
Description: Information on various aspects of publication activities at the National Gallery. *Topics:* Policy; bilingual publishing policy; catalogues — exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; appropriations; distribution lists.

NMC/NGH-305 *Formerly Identified as:* NMC-600
Loans
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; approval.

NMC/NSA-310 *Formerly Identified as:* NMC-610
Acquisitions and Collections
Description: Information on acquisitions through purchases, gifts, donations and exchanges; also on the specific collection of artifacts. *Topics:* Policy and general correspondence; Decoys — W.D. Paul; Reynolds Oligochaete Collection; Duesberry Collection — Duck Decoys; T.H. Manning Collection; Florida Fish — molluscs; Wood Bison.

NMC/NSA-315 *Formerly Identified as:* NMC-620
Exhibitions
Description: Information on permanent in-house exhibits, as well as travelling, special and temporary and international exhibitions; includes exhibit planning, proposed exhibitions and specific information on each. *Topics:* General correspondence; plant life; animal life; birds of Canada; mammals in Canada; Treasure of Tutankhamen; International Arctic Oasis; Old Fourlegs; Gemstones Exhibit; Whales — Fragile Giants of the Sea; Minerals and Gemstones; Food from the Sea; Teddy Bear Exhibit; R.E. Phinney Exhibit.

NMC/NSA-320 *Formerly Identified as:* NMC-630
Loans
Description: Information on incoming and outgoing loans for exhibitions, education and extension. *Topics:* General information; school loans program.

NMC/NSA-325 *Formerly Identified as:* NMC-640
Public Programs and Publications
Description: Information on books and publications generated by scientific research, by scientists and others; excursions and tours. *Topics:* Publications policy and general correspondence; scientific publications; book reviews; Flora of Canada; Handbook on Canadian Mammals; Syllogeus Publications; Natural History Notebook series; Birds of Canada; A Vanished World — Dinosaurs of Western Canada; school tours of exhibits in the Victoria Memorial Museum; whale watching tours; Dinobus tours.

NMC/NSB-330 *Formerly Identified as:* NMC-650
Exhibitions
Description: Information on permanent in-house, travelling, special, temporary and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; general correspondence.

NMC/NSB-335 *Formerly Identified as:* NMC-660
Publications
Description: Information on brochures and other publications by museum staff. *Topics:* Biome; brochures; catalogues; neotoma.

NMC/NSB-340 *Formerly Identified as:* NMC-670
Loans
Description: Information on loans of artifacts to museums across Canada for exhibition. *Topics:* Policy; incoming and outgoing loans of artifacts — for exhibitions and for school education purposes.

NMC/NSC-345 *Formerly Identified as:* NMC-680
Acquisitions and Collections
Description: Information on the acquisition of artifacts by purchase, gift, donation, exchange or transfer. *Topics:* Policy; general correspondence; gifts and donations; exchanges and transfers; dealers for artifacts; national mineral collection; gemstones; rock collection; other collections.

NMC/NSC-350 *Formerly Identified as:* NMC-690
Exhibitions
Description: Information on permanent in-house exhibits, as well as travelling, temporary and special exhibitions. *Topics:* Policy; exhibit planning and conservation; artifacts for Earth Hall at the Victoria Memorial Museum (VMM); travelling — Minerals, Metals and Man, museumobiles, artifacts for various displays at mineral shows; special and temporary — birthstones exhibit, VMM lobby exhibits of gems, International Museums Day.

NMC/NSC-355 *Formerly Identified as:* NMC-700
Loans
Description: Information on loans of outgoing specimens and the director's approval for these transactions. *Topics:* Policy and general correspondence; loan approvals; loans of photographs and slides; identifications of specimens for the general public.

NMC/NSC-360 *Formerly Identified as:* NMC-710
Publications
Description: Information on manuscripts published in various journals. *Topics:* Publication policy; general correspondence.

NMC/NSC-365 *Formerly Identified as:* NMC-720
Conservation
Description: General correspondence on conservation methods and related subjects. *Topics:* Policy and general correspondence; specific files by collection or specimen.

NMC/NSD-370 *Formerly Identified as:* NMC-730
Acquisitions and Collections
Description: Information on the acquisition of collections and artifacts by purchase, gift, donation and exchanges. *Topics:* Policy and general correspondence; tax receipt information for gifts and donations; identifications; specific collections and artifacts by collector's name or name of the artifact; voucher specimens.

NMC/NSD-375 *Formerly Identified as:* NMC-740
Publications
Description: Publications and books on research by various scientists and curators within the division. *Topics:* Policy and general correspondence; Syllogeus; book reviews; Freshwater Molluscs; Natural History Notebook series; Publications in Natural Sciences.

NMC/NSD-380 *Formerly Identified as:* NMC-750
Loans
Description: Information on incoming and outgoing loans of artifacts and specimens to other museums, individuals and educational institutions. *Topics:* Policy and general correspondence; loan forms for specific specimens and artifacts; collection and procedures; voucher specimens.

NMC/NSD-385 *Formerly Identified as:* NMC-760
Research
Description: Information on research in invertebrate zoology. *Topics:* General correspondence; research and curatorial needs and priorities; northern research questionnaire; museum data bank research reports; taxonomic research in invertebrates; station lists; archives.

NMC/NSD-390 *Formerly Identified as:* NMC-770
Conservation
Description: Information on the conservation and preservation of specimens through care and maintenance, the provision of a suitable physical environment for storage, and correct handling and packaging procedures for their transportation. *Topics:* Policy and general correspondence; information for invertebrate specimens, both wet and dry.

NMC/NSE-395 *Formerly Identified as:* NMC-780
Acquisition of Collections
Description: Information on the acquisition of collections through gifts, donations, procurements, purchases and exchanges. *Topics:* Policy; gifts and donations; procurement and purchases; exchanges. *Retrievability:* Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology).

NMC/NSE-400 *Formerly Identified as:* NMC-790
Exhibitions
Description: Information on permanent, travelling, special and international exhibitions. *Topics:* Mammal Hall; Bird Hall; Animal Life Hall; Arctic Oasis; International Museums Day.

NMC/NSE-405 *Formerly Identified as:* NMC-800
Loans
Description: Information on loans of incoming and outgoing specimens. *Topics:* Policy; loans to be returned; loan approvals (by the director). *Retrievability:* Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology). Loans within the vertebrate ethology section refer to slides and photographs.

NMC/NSE-410 *Formerly Identified as:* NMC-810
Research
Description: Information on various research publications, manuscripts and book reviews. *Topics:* Policy; nature handbook; natural history notebook; individual listing of research publications, manuscripts, referees, book reviews and reprints by author(s).

NMC/NSF-415 *Formerly Identified as:* NMC-820
Exhibitions
Description: Information on permanent, travelling, special, temporary and international exhibits. *Topics:* General correspondence; permanent — Life Through the Ages; special and temporary — International Museums Day, the Giant Beaver, Fossil Walruses, Fossil Screwpines (Pandanus); travelling — Marine Mammals of the Champlain Sea, Camels in the Yukon, Building a Dinosaur, A Vanished World; museumobiles.

NMC/NSF-420 *Formerly Identified as:* NMC-830
Acquisition of Collections
Description: Information on the acquisition of collections through purchases, gifts, donations and exchanges. *Topics:* Policy and general correspondence; Sternberg Library, Grayson Library (gifts and donations); Ely Kish paintings (originals); S. Swibold photographs (originals); B. Baker drawings of dinosaurs (originals); field notebooks, maps, photographs, drawings; dinosaur specimens; pollen and spores; Devonian fish specimens; Tertiary and Quaternary mammal specimens; Arnold Arboretum (Boston, Mass.), exchanges — Cornell University (Ithaca, N.Y.), Ellesmere Island Project, Kew Gardens Project; Missouri Botanical Garden. *Retrievability:* Files are arranged by section (paleoherpetology, quarternary zoology, palynology-paleobotany and paleomycology).

NMC/NSF-425 *Formerly Identified as:* NMC-840
Conservation
Description: Information on the preservation and preparation of specimens. *Topics:* Policy and general correspondence; fossils — by section (paleoherpetology, quaternary zoology, palynology-paleobotany, paleomycology, Devonian fish and tertiary mammals).

NMC/NSF-430 *Formerly Identified as:* NMC-850
Research
Description: Scientific research files. *Topics:* Fossil vertebrates; fossil fungi; fossil plants, pollen and spores; conservation; general correspondence.

NMC/NSF-435 *Formerly Identified as:* NMC-860
Publications
Description: Publications generated through scientific research. *Topics:* K-TEC Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes; K-TEC II Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes (paleoherpetology); The Whole Fungus (paleomycology and mycology); The Pollen and Spore Reference Collection (palynology); Palynology of Dinosaur Provincial Park (campanian) Alberta; Catalogue of the Pollen and Spore Exchange Collection, NMNS (palynology); Climatic Change in Canada, Numbers 1-5 (related to quaternary); Quaternary Vertebrate Faunas of Canada and Alaska and their Suggested Chronological Sequence.

NMC/NSF-440 *Formerly Identified as:* NMC-870
Loans
Description: Information on incoming and outgoing short-term and long-term loans of specimens. *Topics:* Specimens for exhibit in museumobiles; Canadian museums and galleries; international loans; Prime Minister's office; federal government offices. *Retrievability:* Files are arranged by name of individual.

NMC/NSG-445 *Formerly Identified as:* NMC-880
Exhibitions
Description: General information on exhibitions and displays, such as the Hall of Plant Life.

NMC/NSG-450 *Formerly Identified as:* NMC-890
Acquisition of Collections
Description: Information on the acquisition of collections. *Topics:* Exchanges, donations, gifts; herbarium equipment and supplies; identification requests; annotation of specimens; determination and index; techniques; types; microfilms; fumigation; transaction summaries.

NMC/NSG-455 *Formerly Identified as:* NMC-900
Research
Description: The research files of each curator in the division — Dr. Brodo and Mr. Wong: lichens; Dr. Poulin: algae; Dr. Ireland: bryophytes; Drs. Argus, Aiken, Haber: vascular plants; Albert Dugal: lists of French, English and Latin names of plants. *Topics:* Dr. Aiken — taxonomy of grasses, aquatic plants, use of computers for key generation; Dr. Argus — taxonomy of Salix, rare and endangered plants of Canada; Dr. Haber — systematics of Pyrola; Dr. Ireland — some common bryophytes of Eastern Canada, moss flora of the maritime provinces, moss flora of arctic North America, endemic mosses of North America, Dicranaceae of Mexico; Dr. Brodo —

taxonomy of Lecanora and other general lichens of eastern Canada, lichens of British Columbia, especially of the Queen Charlotte Islands; Mr Wong — lichens of southern Ontario.

NMC/NSG-460 *Formerly Identified as:* NMC-910
Publications
Description: Research publications in botany (vascular plants, bryology, lichenology, phycology).

NMC/NSG-465 *Formerly Identified as:* NMC-920
Loans
Description: Information on loans to other groups, institutions and universities. *Topics:* Loans in; loans out; vascular plants; bryology; lichenology, phycology.

NMC/MMA-470 *Formerly Identified as:* NMC-930
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; permanent exhibitions; openings; credits; planning and scheduling; international, travelling, special and temporary exhibitions; proposed exhibitions.

NMC/MMA-475 *Formerly Identified as:* NMC-940
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; prints and drawings; collections.

NMC/MMA-480 *Formerly Identified as:* NMC-950
Conservation
Description: Information on the conservation of artifacts and collections of artifacts to ensure their preservation for future use and research. *Topics:* Crozier collection; Peruvian collection; Inuit prints.

NMC/MMA-485 *Formerly Identified as:* NMC-960
Research
Description: Research information on artifact collections. *Topics:* Log cabin — arsenic report; Ginsberg report; rock art — petroglyphs; environment and deterioration.

NMC/MMA-490 *Formerly Identified as:* NMC-970
Publications
Description: Information on research publications, manuscripts and book reviews. *Topics:* Policy; Tenth Anniversary Book; Guidebook — Victoria Memorial Museum; bilingualism in publications; Oracles; book reviews; National Museum of Man - National Museum of Natural Sciences brochure; National Museums of Canada tourist brochure.

NMC/MMA-495 *Formerly Identified as:* NMC-980
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; school loans program; Pearson Building; Prime Minister's residence; insurance; fine art in leased buildings.

NMC/MMB-500 *Formerly Identified as:* NMC-990
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; travelling exhibitions; Ethnology Hall; Canada before Cartier — Ontario prehistory; Discovery Train; Inuit Community exhibits; foyer cases; International Museums Day.

NMC/MMB-505 *Formerly Identified as:* NMC-1000
Collections and Acquisitions
Description: Information on artifacts and the policy for their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy, acquisitions and information on artifacts.

NMC/MMB-510 *Formerly Identified as:* NMC-1010
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; storage.

NMC/MMB-515 *Formerly Identified as:* NMC-1020
Research
Description: Research on archaeology and artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; foreign research; reports of completed research projects.

NMC/MMB-520 *Formerly Identified as:* NMC-1030
Publications
Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Mercury series; Oracles; Canada's Visual History; gallery guides; popular series; video and film production; Edukits.

NMC/MMB-525 *Formerly Identified as:* NMC-1040
Loans
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; recovery of loans and collections (by name); Totem and house posts; rock art — petroglyphs.

NMC/MMC-530 *Formerly Identified as:* NMC-1050
Exhibitions
Description: Information on permanent, temporary, travelling and special exhibitions. *Topics:* Policy; exhibit planning and proposed exhibitions; Outdoor Museum; Orientation Hall; procedures for implementation; musical instruments.

NMC/MMC-535 *Formerly Identified as:* NMC-1060
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; purchase of artifacts by year; offer to museum to purchase; musical instruments; enquiries about artifacts; inventories.

NMC/MMC-540 *Formerly Identified as:* NMC-1070
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental condition of buildings.

NMC/MMC-545 *Formerly Identified as:* NMC-1080
Research
Description: Information on research on artifacts for the benefit of government and the general public. *Topics:* Policy; research plans and programs; field notes; culinary anthropology; archives; ethnomusicology; visual anthropology.

NMC/MMC-550 *Formerly Identified as:* NMC-1090
Publications
Description: Research publications, manuscripts and book reviews and theses. *Topics:* Policy; inventories; fact sheets; Canadian Studies reports; Canada's Visual History; Music for Many a Year; Mercury series; Oracle series; Popular series.

NMC/MMC-555 *Formerly Identified as:* NMC-1100
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans to other museums, divisions, and diaplays. loans from other museum divisions; loans from other museums, galleries or individuals.

NMC/MMD-560 *Formerly Identified as:* NMC-1110
Exhibitions
Description: Information on permanent, special and travelling exhibitions. *Topics:* Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; five history presentations.

NMC/MMD-565 *Formerly Identified as:* NMC-1120
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts and donations and exchanges. *Topics:* Policy; acquisitions — Army, Navy, Air Force, miscellaneous (tattoo); war art, Cafcap; exchanges of artifacts.

NMC/MMD-570 *Formerly Identified as:* NMC-1130
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions; research into the best methods of conservation.

NMC/MMD-575 *Formerly Identified as:* NMC-1140
Research
Description: Research on artifacts for the benefit of government and the general public; also historical research for the preparation of storylines. *Topics:* Policy; material research.

NMC/MMD-580 *Formerly Identified as:* NMC-1150
Publications
Description: Information on various publications, manuscripts, catalogues. *Topics:* Historical series; Mercury series; Canada's Visual History; exhibition catalogues.

NMC/MMD-585 *Formerly Identified as:* NMC-1160
Loans
Description: Information on incoming and outgoing loans for exhibitions, Armed Forces messes, government buildings, schools, theatrical groups, publishers, other museums, as well as other educational institutions. *Topics:* Policy; loans in progress, final, rejections; war art.

NMC/MME-590 *Formerly Identified as:* NMC-1170
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; special exhibition halls during the renovation of the Victoria Memorial Museum building; proposed exhibitions; travelling exhibitions; mobile exhibits; Discovery Train.

NMC/MME-595 *Formerly Identified as:* NMC-1180
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; boundaries of acquisition between the Museum of Man and the Museum of Science and Technology; exchanges of artifacts for exhibitions; rejections of purchases; gifts and donations.

NMC/MME-600 *Formerly Identified as:* NMC-1190
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; internships for training; research on deterioration of artifacts due to the poor environmental condition of buildings.

NMC/MME-605 *Formerly Identified as:* NMC-1200
Research
Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; reports of completed research projects.

NMC/MME-610 *Formerly Identified as:* NMC-1210
Publications
Description: Research publications, manuscripts, book reviews and theses. *Topics:* Mercury series; Oracles; Urban Biography series; Canada's Visual History; Urban History Review.

NMC/MME-615 *Formerly Identified as:* NMC-1220
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans in progress, final and rejected; Prime Minister's residence; Parliament Buildings, East Block; Pearson Building and other government buildings.

NMC/MMF-620 *Formerly Identified as:* NMC-1230
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; permanent exhibitions at the Victoria Memorial Museum; Orientation Hall; temporary exhibitions; invitations to openings; requests and enquiries.

NMC/MMF-625 *Formerly Identified as:* NMC-1240
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; Potlatch Collection; donations to collections; collections for sale; Cowan Collection and the C.C.I.; documentation of the Canadian Ethnology Service collections.

NMC/MMF-630 *Formerly Identified as:* NMC-1250
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on deterioration of artifacts due to poor environmental conditions of buildings.

NMC/MMF-635 *Formerly Identified as:* NMC-1260
Research
Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; unsolicited proposals; Canadian Register of research and researchers in the social sciences; staff research program — five year projection.

NMC/MMF-640 *Formerly Identified as:* NMC-1270
Publications
Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Permission to publish; Mercury series; Oracle series; Popular series; Activity series; Indian Art; Canadian Studies report; Canada's Visual History; Odyssey series; Facsimile series; Jenness Tribal series.

NMC/MMF-645 *Formerly Identified as:* NMC-1280
Loans
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Requests for loans; lists of forthcoming loans; approvals or rejections; loan to Cape Mudge — rattles.

NMC/MMG-650 *Formerly Identified as:* NMC-1290
Exhibitions
Description: Information on permanent, travelling, special and temporary exhibitions. *Topics:* Policy; exhibit planning; insurance; publicity; films, texts, labels; Brockville documents; proposed exhibitions.

NMC/MMG-655 *Formerly Identified as:* NMC-1300
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; cookbooks; the Curatorial Package.

NMC/MMG-660 *Formerly Identified as:* NMC-1310
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Research policy.

NMC/MMG-665 *Formerly Identified as:* NMC-1320
Research
Description: Research on artifacts for the benefit of government and the general public. *Topics:* Research policy.

NMC/MMG-670 *Formerly Identified as:* NMC-1330
Publications
Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Policy; Canadian War Museum publications; Activity series; Mercury series; copyright policy; Odyssey series; Pitseloak publications; scientific publications; guide books; brochures; Vis-a-vis; popular publications; Canadian Studies report; the Victoria Memorial Museum Building Map; Colouring Book; Teacher's Guide; Who We Are, What We Do; Oracles; Visual History; Across Canada.

NMC/MMG-675 *Formerly Identified as:* NMC-1340
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; condition reports; insurance; loans.

NMC/MST-680 *Formerly Identified as:* NMC-1350
Exhibitions
Description: Information on permanent in-house, travelling, special and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; agriculture; aviation and space; industrial technology.

NMC/MST-685 *Formerly Identified as:* NMC-1360
Acquisitions of Collections
Description: Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. *Topics:* Policy; correspondence; agriculture; astronomy; Aeronautical Collection; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology; forestry technology; photographic technology.

NMC/MST-690 *Formerly Identified as:* NMC-1370
Conservation
Description: Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation. *Topics:* Agriculture; aviation and space; ground transportation; industrial technology; marine technology.

NMC/MST-695 *Formerly Identified as:* NMC-1380
Loans
Description: Information on incoming and outgoing loans for exhibitions; also loans to government offices, the Prime Minister's residence and for special events. *Topics:* Agriculture; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology.

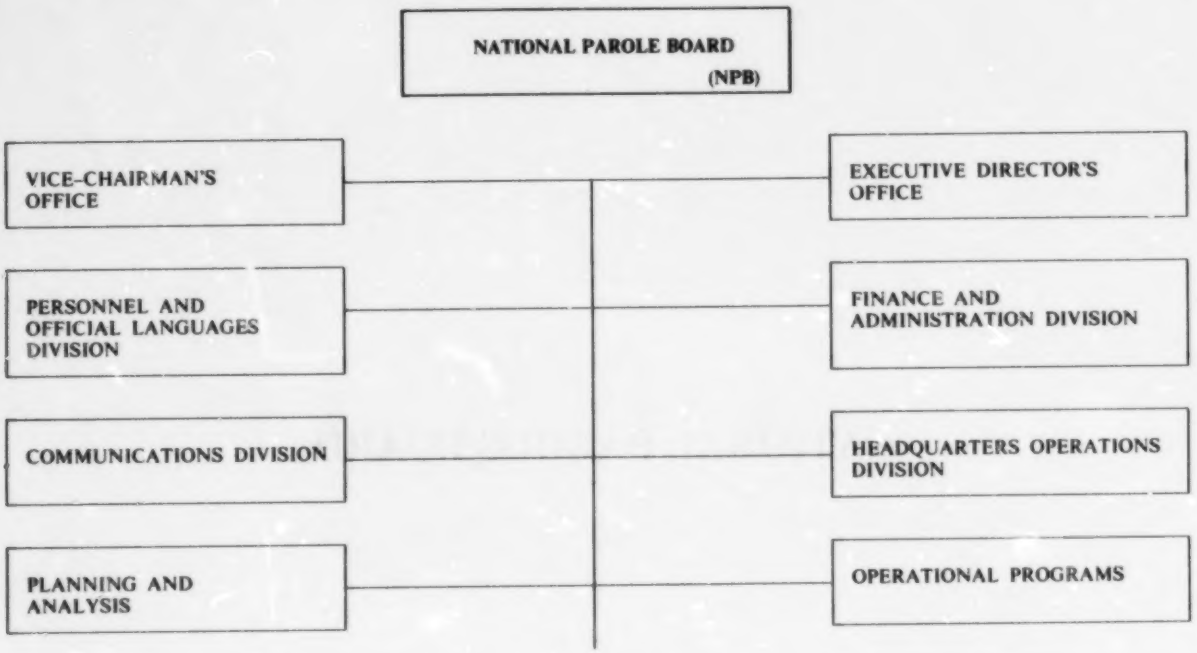
Deleted Classes of Records

NMC-70 Indemnification (see NMC/CMS-025 **Planning and Policy Development**)

NATIONAL PAROLE BOARD

Chapter 67

NATIONAL PAROLE BOARD



CLASSES OF RECORDS

005 Operations — General
010 Clemency — General
015 Clemency — Criminal Records Act
020 Clemency — Royal Prerogative of Mercy
025 Parole — General
030 Parole — Eligibility
035 Parole — Release and Release Programs
040 Parole — Reviews
045 Parole Supervision — Violations

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL PAROLE BOARD
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0R1

NATIONAL PAROLE BOARD

Background

The National Parole Board is one part of the Canadian criminal justice system. This system, whose aim is to reduce criminal activity and to minimize its repercussions in society, is made up of several closely interrelated components including the body of criminal law, the judiciary and legal profession, the law enforcement agencies and the correctional services. Jurisdiction over these components is shared by all levels of government.

At the federal level, the National Parole Board is a component of the Ministry of the Solicitor General which also encompasses the Royal Canadian Mounted Police and the Correctional Service of Canada.

Laws and Regulations

- Parole Act and Regulations
- Criminal Records Act
- Penitentiary Act
- Prisons and Reformatories Act
- Criminal Code

Overall Responsibilities

In accordance with the provisions of the *Parole Act* and other relevant statutes, the Board grants, denies and controls the conditional release of inmates from federal institutions and, with the exception of the granting of temporary absences, from provincial institutions in provinces without a provincial parole board (the provinces of Québec, Ontario and British Columbia have their own provincial parole boards).

The Board also makes recommendations to the Solicitor General of Canada for the exercise of the Royal Prerogative of Mercy and for the granting and revocation of pardons under the *Criminal Records Act*.

Its responsibility for the development of policy derives from Section 25 of the Regulations, which requires the executive committee, in consultation with the Board, to develop and promulgate policies and procedures to be followed by the Board in carrying out its duties and functions.

Glossary of Key Terms

- **Temporary absence** is an occasional release from the institution for humanitarian or medical reasons.
- **Day parole** is a limited form of conditional release designed to help prepare for full parole or mandatory supervision.
- **Full parole** allows an individual to complete his or her sentence in the community provided he or she satisfies a number of conditions, including regular reporting to the parole officer and the police.
- **Mandatory supervision** is a legal right of inmates to serve a prescribed remaining portion of their sentences in the community providing they abide by conditions imposed by the National Parole Board. Should they violate conditions, they are returned to the institution.

Organization

The National Parole Board has its headquarters in Ottawa. There are five regional offices: Moncton, Montréal, Kingston, Saskatoon and Burnaby.

The Board consists of 26 full-time members appointed for a period of up to ten years by the Governor-in-Council upon the recommendation of the Solicitor General. Several temporary members are also appointed in each region to assist the Board in its duties. In addition, representatives in each region (community board members) are designated to act as regular board members when release is being considered for inmates serving sentences of imprisonment for life, or for an indeterminate period.

Board members are positioned in six divisions: the headquarters division and the five regional divisions. The role of the headquarters division differs somewhat from that of regional divisions in that its members review, through an appeal process, certain negative decisions of the Board in which they did not participate. They also make recommendations on clemency and the Royal Prerogative of Mercy to the Solicitor General for submission to the Governor-in-Council.

The Chairman is the chief executive officer who is responsible for all National Parole Board matters. Under his or her direction, a vice-chairman and an executive officer supervise National Parole Board operations and administrative support activities respectively.

Major Publications

- The National Parole Board (1981) — a brief overview of the structure and operation of the National Parole Board, including the requirements to be met for parole eligibility and the Board's role in the supervision of parolees. A schedule of eligibility for release is also included.
- Pardon under the *Criminal Records Act* (1981) — this booklet contains all the relevant information for an individual seeking pardon for a criminal offence. It answers 33 basic questions on the philosophy and mechanism of pardon. The booklet also reproduces the *Criminal Records Act* and contains an application form and a fingerprint kit.
- A History of Parole in Canada
- Inmates' Rights
- What is Parole
- Gating
- Community Board Members
- Release Conditions and Supervision
- Lifers
- Habitual Criminals
- The National Parole Board — a Numerical Overview
- Questions and Answers for Inmates in Provincial and Territorial Institutions
- A National Parole Board Handbook for Judges and Crown Attorneys

Publications can be obtained by writing to

Director of Communications
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1

or the National Parole Board regional office nearest you.

Atlantic Region

National Parole Board
P.O. Box 1370
Moncton, New Brunswick
E1C 8T6
Telephone: (506) 388-6341

Québec Region

National Parole Board
Québec Regional Office
Guy Favreau Complex
200 Dorchester West
West Tower, 2nd Floor
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-4584

Ontario Region

National Parole Board
P.O. Box 620
Kingston, Ontario
K7L 4X1
Telephone: (613) 547-4124

Prairie Region

National Parole Board
6th Floor, Churchill Building
229 Fourth Avenue South
Saskatoon, Saskatchewan
S7K 3X5
Telephone: (306) 975-4228

Pacific Region

National Parole Board
4664 Lougheed Highway
Room 230
Burnaby, British Columbia
V5C 5T5
Telephone: (604) 666-2121

Access Procedures

The decision to release files under the *Privacy Act* and the *Access to Information Act* begins with the receipt of a formal request at the one centralized operation centre in Ottawa, and includes the acquisition of the documents from the records holder, whether located in Ottawa or in regional offices, and a multiple-lines review in the region and at headquarters of the documents before they are released to the applicant.

All formal requests for access to information under the *Access to Information Act* should be forwarded to

Access to Information and Privacy Co-ordinator
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone: (613) 995-1308

Vice-Chairman's Office

The vice-chairman directs a secretariat which co-ordinates from national headquarters the conception and implementation of all Board policies regarding parole and clemency matters. In that respect, it records and ensures implementation of decisions made by the executive committee of the Board, comprised of the Chairman, vice-chairman, the senior board member of the headquarters division and the five regional senior board members. In addition, the secretariat assumes responsibilities for the professional development of board members and the development and implementation of professional standards in the decision-making process.

Manuals

- Policy and Procedures Manual
- Administrative Agreement Between the National Parole Board and the Correctional Service of Canada
- Agreements With Other Countries on Exchange of Offenders
- Minutes of Executive Committee and General Board Meetings

Executive Director's Office

The executive director is responsible for the planning, co-ordination and orderly management of Board activities and resources, in direct support of the decision-making operations of the Board. He or she oversees the regional administrative support activities of the Board through the regional senior managers known as regional executive officers, as well as the headquarters activities through directors responsible for the following divisions.

Personnel and Official Languages Division

This division provides personnel services common to all government departments. It is also responsible for the co-ordination of the official languages policy of the Board. Details on the classes of records held by this administrative unit may be found elsewhere in this Register.

Finance and Administration Division

This division provides services in the areas of finance, administration, word processing and records management. These services are common to all government departments, and details on the classes of records held by this division may therefore be found elsewhere in this Register.

Communications Division

This division is responsible for improving the public awareness of the Board's objectives and programs.

Headquarters Operations Division

This division consists of Planning and Analysis, and Operational Programs.

Planning and Analysis

Planning and Analysis co-ordinates operational planning, including the development and the revision of policies and procedures. It includes the investigation of long-range issues affecting the Board and effects of changes in policies. Other responsibilities include research, statistical and evaluation programs.

Operational Programs

Operational Programs is divided into three sections: the case analysis and review section, which is responsible for investigating and analyzing inmate requests for re-examination of certain negative Board decisions; the clemency section, which processes applications for pardon and clemency; and the access to information and privacy section, which is responsible for co-ordinating the Board's access to information and privacy program.

Manuals

- Policy and Procedures Manual
- Administrative Agreement Between the Correctional Service of Canada and the National Parole Board
- Criminal Records Procedures Manual
- Treasury Board's Interim Policy Guide on Access to Information and Privacy

Classes of Records

The following classes of records are common to each division of the National Parole Board.

NATIONAL PAROLE BOARD

NPB/NPB-005 *Formerly Identified as:* NPB-10
Operations — General
Description: Information on the general operations of criminal justice correctional matters. *Topics:* Criminal records; incarcerations; offences; inmate management; rehabilitation; research and statistics.

NPB/NPB-010 *Formerly Identified as:* NPB-20
Clemency — General
Description: General information related to clemency. *Topics:* Legal matters; statistics.

NPB/NPB-015 *Formerly Identified as:* NPB-30
Clemency — Criminal Records Act
Description: Information on enquiries and investigations in response to requests for pardon under the *Criminal Records Act*. *Topics:* Eligibility; hearings and submissions; enquiries; investigations; notifications.

NPB/NPB-020 *Formerly Identified as:* NPB-40
Clemency — Royal Prerogative of Mercy
Description: Information on enquiries and investigations in connection with any request made for the exercise of the Royal Prerogative of Mercy. *Topics:* Enquiries; investigations; amnesty; submissions.

NPB/NPB-025 *Formerly Identified as:* NPB-50
Parole — General
Description: Information on the release of offenders on parole, mandatory supervision and temporary absences. *Topics:* Agreements and exchanges; delegation of authority; enquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation.

NPB/NPB-030 *Formerly Identified as:* NPB-60
Parole — Eligibility
Description: Information on the eligibility of inmates to be released on day parole, full parole or temporary absence. *Topics:* Parole eligibility; after forfeiture, revocation and termination; day parole; temporary absences.

NPB/NPB-035 *Formerly Identified as:* NPB-70
Parole — Release and Release Programs
Description: Information on aspects of the release of offenders on parole, day parole, temporary absences, terms and conditions of parole. *Topics:* Day parole; deportation; programs and projects - general; special; release; temporary absences; terms and conditions.

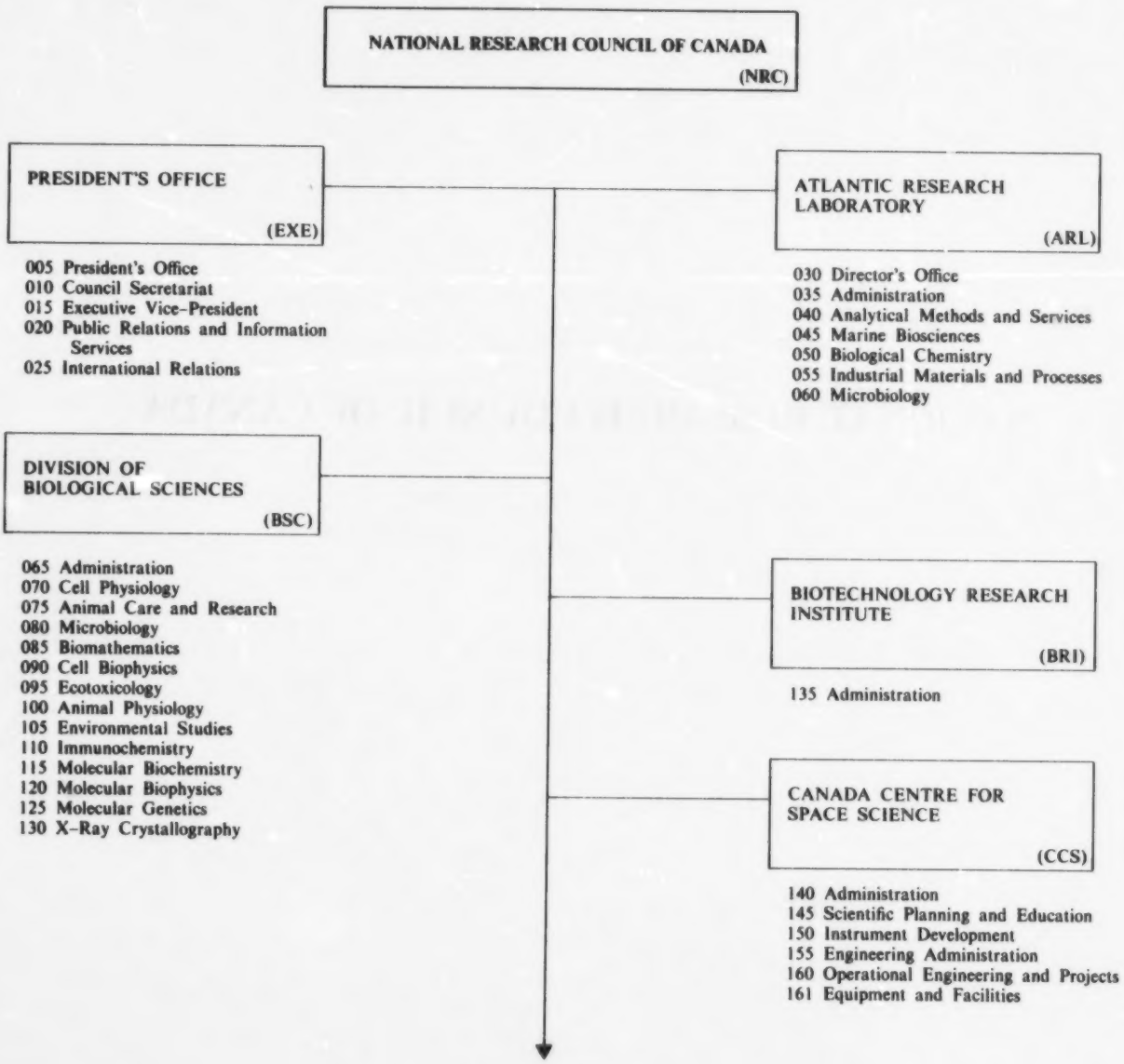
NPB/NPB-040 *Formerly Identified as:* NPB-80
Parole — Reviews
Description: Information on the parole decision-making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and if either is granted, the date from which it is to be effective. *Topics:* Board reasons - federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation.

NPB/NPB-045 *Formerly Identified as:* NPB-90
Parole Supervision — Violations
Description: Information on the supervision and violation aspects of parole, mandatory supervision, apprehension of the released inmate and recommittal. *Topics:* Apprehension and recommittal; forfeiture; mandatory supervision; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination.

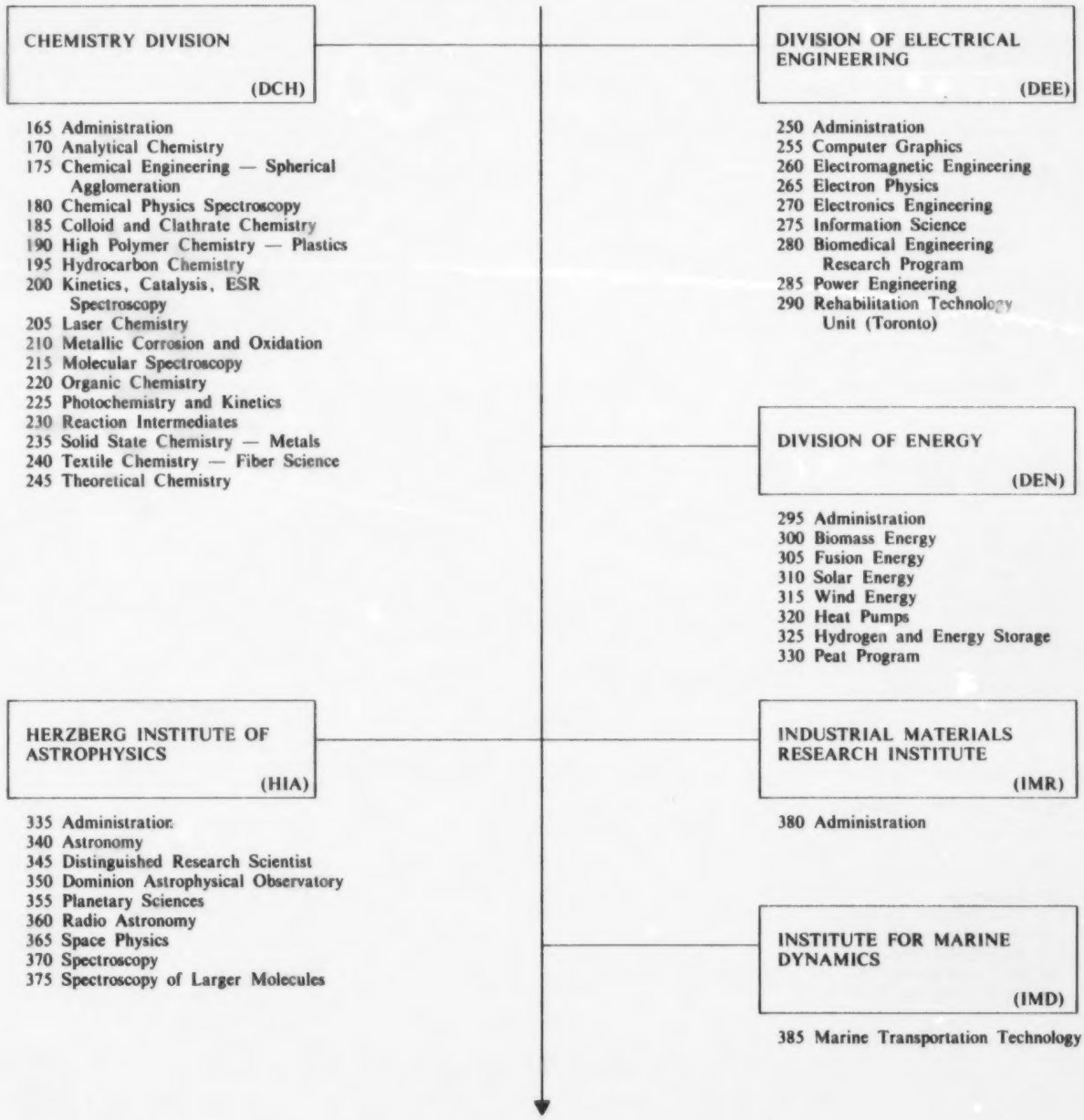
NATIONAL RESEARCH COUNCIL OF CANADA

Chapter 68

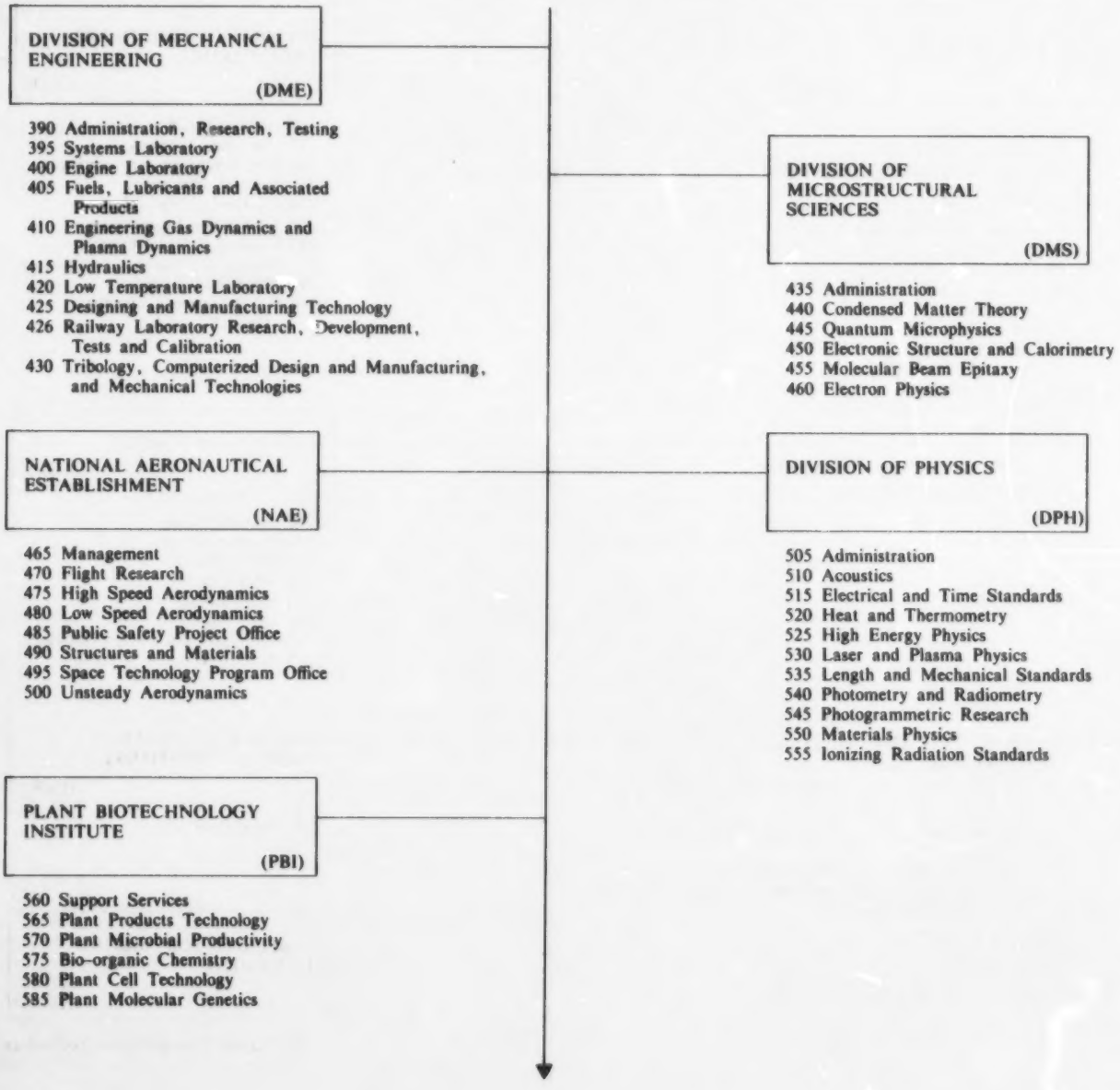
NATIONAL RESEARCH COUNCIL OF CANADA



NATIONAL RESEARCH COUNCIL OF CANADA



NATIONAL RESEARCH COUNCIL OF CANADA



NATIONAL RESEARCH COUNCIL OF CANADA

VICE-PRESIDENT (TECHNOLOGY TRANSFER) (TTR)

DIVISION OF BUILDING RESEARCH

590 Director's Office
595 Administration
600 Building Materials
605 Building Performance
610 Building Structures
615 Codes and Standards
620 Building Services
625 Fire Research
630 Geotechnical Section
635 Instrumentation
640 Noise and Vibration
645 Regional Stations
650 Technical Information
655 UFFI Unit

CANADA INSTITUTE FOR SCIENTIFIC AND TECHNICAL INFORMATION

660 Administration
665 Acquisitions
670 Branch Libraries
675 Cataloguing
680 Loans, Photocopies and Translations
685 Health Sciences Resource Centre
690 Information Services
694 Publications
700 Scientific Numeric Databases

INDUSTRY DEVELOPMENT OFFICE

705 Industrial Development
710 Industrial Research Assistance Program (IRAP)
715 Industry Policy Analysis
720 Programs for Industry/Laboratory Projects (PILP)
725 Central Advisory Service
730 Field Advisory Service
735 Research Journals

VICE-PRESIDENT (FINANCE) (FIN)

740 Computation Centre

VICE-PRESIDENT (PERSONNEL AND ADMINISTRATIVE SERVICES) (PAS)

745 Administration

GENERAL USE SERIES (GEN)

750 General-Use Series

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
NATIONAL RESEARCH COUNCIL
ADMINISTRATION BUILDING (M-58)
MONTREAL ROAD
OTTAWA, ONTARIO
K1A 0R6

NATIONAL RESEARCH COUNCIL OF CANADA

Background

The National Research Council (NRC) is a departmental Crown corporation with a governing council consisting of a president and 21 members appointed by the Governor-in-Council. The President is supported by six vice-presidents, a current staff of about 3,300 and a budget for 1985-86 of approximately $440 million. As the principal research agency of the federal government the NRC has a broad mandate: to promote, assist and undertake scientific and industrial research for national development. This mandate is carried out under a wide spectrum of activities, which include the performance of scientific and engineering research in response to national, economic and social needs in the fields of transportation, energy, food, building, construction, industrial innovation and development, health, security, safety and environmental quality.

Under this mandate the Council also provides direct financial and technical assistance to industry; establishes and maintains standards; provides national scientific and technological facilities for industry and universities; supports scientific and engineering research teams in core technologies; and operates a nationwide network of scientific and technical information services.

The laboratories of the National Research Council consist of 15 divisions spanning the physical and life sciences and engineering disciplines. They are located mainly in the National Capital region, but substantial operations have been placed, or are being established, in Manitoba, Newfoundland, Nova Scotia, Québec, Saskatchewan and British Columbia. Their activities encompass a wide range of scientific and engineering endeavours and while all laboratories possess similar "housekeeping" records relating to the general administration of their operations, the detailed supporting material supplied in the following pages describes the information holdings that are unique to each individual laboratory.

Laws and Regulations

- The National Research Council Act

Overall Responsibilities

The National Research Council has two basic programs. The first, called the Scientific and Industrial Research Program, provides a national foundation for the creation, application and use of knowledge derived from the natural sciences and engineering. The second, the Scientific and Technical Information Program, facilitates the use of scientific and technical information by the government and people of Canada.

Information Services

In addition to the day-to-day information exchanges that take place between the Council's research staff and the scientific community, the National Research Council has three main operations through which it disseminates information to industry, the universities and the general public. These are Public Relations and Information Services (PRIS), the Canada Institute for Scientific and Technical Information (CISTI) and the Technical Information Service (TIS). A brief synopsis of their roles and activities is provided in the following three paragraphs, with more detailed accounts being supplied in the relevant sections of the supporting material.

General Information

General information on the National Research Council is provided by Public Relations and Information Services through its headquarters facilities in Ottawa. This unit deals mainly with the media and the general public. Contact may be made in person, by telephone, or by writing to

Director
Public Relations and Information Services
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-9101

CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge and is designed to provide information services to the scientific, engineering and medical communities in industry, business and government, as well as to the general public. The data is derived from millions of reference items contained in an outstanding library, a computer that holds data from Canada, the United States and other world locations, and a highly qualified staff both within CISTI and the laboratories of the Council.

The many specialized CISTI services include a personalized current awareness service; an on-line enquiry service, which gives instant access to the various scientific and engineering databases; a health sciences resource centre, which provides nationwide access to Medline — the U.S. National Library of Medicine databases in medicine and toxicology; the interlibrary loan and photocopying service; and a general reference service, which provides access to the world's scientific and technical literature.

Additional information can be obtained in person, by telephone or by writing to

Canada Institute for Scientific and Technical Information
National Research Council
Building M-55
Montreal Road
Ottawa, Ontario
K1A 0S2
Telephone: (613) 993-1600

Automatic Answering Service

English: (613) 993-2441
French: (613) 993-2528

Regional Contacts

Scientific and technical information as well as advice and assistance to the Canadian manufacturing industry and the small business community in particular are provided by the field advisory offices of the Industry Development Office (IDO). Located across Canada and staffed by scientists and engineers, these offices have access to all the resources, services and expert advice of the NRC. These offices are listed below.

Burnaby

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
c/o Simon Fraser University
Development Office, Room 3051
Burnaby, British Columbia
V5A 1S6
Telephone: (604) 291-4846

NATIONAL RESEARCH COUNCIL OF CANADA

Calgary

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
c/o Alberta Research Council
Industrial Development Department
250-1620-29th Street, N.W.
Calgary, Alberta
T2N 4L7
Telephone: (403) 282-9136

Regina

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
3475 Albert Street
Regina, Saskatchewan
S4S 6X6
Telephone: (306) 565-3240

Saskatoon

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
c/o Saskatchewan Research Council
SEDCO Centre, 15 Innovation Blvd.
Saskatoon, Saskatchewan
S7N 2X8
Telephone: (306) 664-5435

Winnipeg

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
1329 Niakwa Road
Winnipeg, Manitoba
R2J 3T4
Telephone: (204) 945-6133

Windsor

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
c/o Office of Research Services
University of Windsor
Windsor Hall Tower, Room 418
Windsor, Ontario
N9B 3P4
Telephone: (519) 973-7032

London

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
Federal Building, Room 401
457 Richmond Street
London, Ontario
N6A 3E3
Telephone: (519) 679-5279

Officer-in-Charge
Program for Industry/Laboratory Projects (PILP)
National Research Council
457 Richmond Street, Room 403
London, Ontario
N6A 3E3
Telephone: (519) 679-5270

Waterloo

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
c/o University of Waterloo
Office of Research
Needles Hall, Room 3015
Waterloo, Ontario
N2L 3G1
Telephone: (519) 888-4049

Hamilton

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
c/o Mohawk College
Saltfleet Campus
P.O. Box 3610, Station C
Hamilton, Ontario
L8H 9M9
Telephone (416) 662-3700

Scarborough

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
200 Town Centre Court
Scarborough, Ontario
M1P 4X8
Telephone: (416) 973-4484

Ottawa

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
Building M-55
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-3431

Montréal

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
2535 Cavendish Blvd., Suite 215
Montréal, Québec
H4B 2Y5
Telephone: (514) 283-8231

Ste-Foy, Québec

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
333, rue Franquet, C.P. 9038
Ste-Foy, Québec
G1V 4C7
Telephone: (418) 648-3419

Officer-in-charge
Program for Industry/Laboratory Projects (PILP)
National Research Council
2560 boul. Hochelaga
Ste-Foy, Québec
G1V 2JB
Telephone (418) 694-4161

Chicoutimi

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
a/s Dept. des sciences appliquées
Université du Québec à Chicoutimi
555 boul. de l'Université
Chicoutimi, Québec
G7B 2B1
Telephone: (418) 545-5512

Rimouski

Officer-in-Charge
Industrial Reserach Assistance Program (IRAP)
National Research Council
a/s Laboratoire Océanologique de Rimouski
310 avenue des Ursulines
Rimouski, Québec
G5L 3A1
Telephone: (418) 722-3155

Moncton

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
c/o New Brunswick Research and Productivity Council
P.O. Box 825
Campbellton, New Brunswick
E3N 3H3
Telephone: (506) 753-5443

Wolfville

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
c/o Acadia University
Huggins Hall, Room 145
P.O. Box 1304
Wolfville, Nova Scotia
B0P 1X0
Telephone: (902) 542-2201

Charlottetown

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
134 Kent Street, Suite 503
Charlottetown, Prince Edward Island
C1A 8R8
Telephone: (902) 566-7496

St. John's

Officer-in-Charge
Industrial Research Assistance Program (IRAP)
National Research Council
136 Crosbie Road
St. John's, Newfoundland
A1B 3K3
Telephone: (709) 772-5228

Provincial Research Bodies

Through contract arrangements with the provincial research councils, similar information and assistance is also available from

British Columbia

Officer-in-Charge
Management Services Division
B.C. Research
3650 Wesbrook Mall
Vancouver, B.C.
V6S 2L2
Telephone: (604) 224-4331

Alberta

Officer-in-Charge
Industrial and Engineering Services
Research Council of Alberta
Terrace Plaza, 4th Floor — Office Tower
4445 Calgary Trail South
Edmonton, Alberta
T6H 5C3
Telephone: (403) 438-0666

Manitoba

Officer-in-Charge
Industrial Technology Centre
Manitoba Research Council
533-155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Telephone: (204) 944-2031

Saskatchewan

Officer-in-Charge
Industrial Services Division
Saskatchewan Research Council
30 Campus Drive
Saskatoon, Saskatchewan
S7N 0X1
Telephone: (306) 664-5400

Ontario

Officer-in-Charge
Industrial Productivity Services
Department of Engineering
Ontaric Research Foundation
Sheridan Park Research Community
Mississauga, Ontario
L5K 1B3
Telephone: (416) 822-4111

Québec

Officer-in-Charge
Centre de recherche industrielle du Québec (CRIQ)
245, boulevard Hymus
Pointe Claire, Québec
Telephone: (514) 694-3330

Officer-in-Charge
Centre de recherche industrielle du Québec (CRIQ)
333, rue Franquet
Ste-Foy, Québec
G1V 4C4
Telephone: (418) 659-1550

New Brunswick

Officer-in-Charge
Management Services
Research and Productivity Council
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 455-8994

Nova Scotia

Officer-in-Charge
Industrial and Information Services
Nova Scotia Research Foundation Corporation
100 Fenwick Street
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 424-8670

Access Procedures

The National Research Council currently responds to thousands of enquiries a year through the established services described above, and this practice will continue. In addition, the NRC has an Access to Information Co-ordinator, whose principal duty is to ensure that those people whose requirements for information are not met by existing services will be able to exercise their legal rights to obtain information under the legislation.

The NRC Co-ordinator for Access to Information oversees the access to information function at the Council, including the preparation of the entry for the Access Register, service to the public wishing to obtain access to information, the determination of exemptions and third-party notifications, responses to enquiries from the Information Commissioner, appeals before the Federal Court, and the Report to Parliament. Enquiries concerning the administration of the *Access to Information Act* within the National Research Council should be addressed to

Access and Privacy Co-ordinator
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-9429

President's Office

The President is the chief executive officer of the National Research Council and has supervision over and direction of the work of the Council and of the officers, technical and otherwise, appointed for the purpose of carrying on the work of the Council.

Council Secretariat

The secretariat provides a number of corporate services, including administration for the governing council and the executive offices, committees of the Council including standing committees, associate committees and advisory committees, as well as the management committee.

Additional secretariat functions include legal services, internal audit, external audit, parliamentary and ministerial services, history and archives, official languages, access to information and privacy, and affirmative action.

Manuals

- Standard Operating Policies and Procedures (SOPP)
- Personnel Administration Manual (PAM)
- Financial Management Manual (FMM)

Executive Vice-President

The executive vice-president has the overall responsibility for the operation of all NRC laboratories and research institutes, as well as research programs carried out across a number of laboratory divisions.

The other main areas of responsibility are international relations, university relations and related operations.

Public Relations and Information Services

The branch serves as a central source of general information about the National Research Council. By participating in exhibitions across Canada, arranging visits and open-house events and generally responding to a wide range of enquiries, it endeavours to provide information to the public that will keep it up to date and aware of the Council's role, objectives, programs and achievements. It also acts in an advisory capacity and as a central resource in the implementation of information activities on specific NRC programs.

Atlantic Research Laboratory

The Atlantic Research Laboratory (ARL) has five major research and development sections, an administrative support service and the Seaweed Culture Station located at Fink Cove, Nova Scotia. The director's office is responsible for the overall operation of ARL including policy, planning, program forecasting, estimates, interaction with the industrial, scientific and university communities, and public relations.

Administrative Services

Administrative Services is responsible for plant engineering services at the Atlantic Research Laboratory and at the Seaweed Culture Station at Fink Cove, Nova Scotia, as well as general administrative services, maintenance, financial services, stores (including purchasing), photography, drafting and personnel services.

Manuals

- Standing Operating Policies and Procedures (SOPP)
- Financial Management Manual
- Personnel Administration Manual

Analytical Methods and Services

The principal objectives of this section are to develop chemical reference materials and improved methodology for the analysis of seawater and marine materials for use by marine scientists, government regulatory agencies and industry, and to provide advanced instrumental capabilities in support of other Atlantic Research Laboratory research programs. The marine analytical chemistry work is done in co-operation with the analytical chemistry section of the Division of Chemistry, and most of the work is contracted out. A committee on marine analytical chemistry with representatives from commercial firms, universities and government meets annually, monitors the program and provides advice. A special series of research reports and situation reviews are published. The advanced instrumental capabilities provided include infrared spectroscopy, scanning electron microscopy, electron microprobe analysis, X-ray crystallography, and electrophoresis, which is the responsibility of a qualified professional. The ARL research programs include metallurgical chemistry, coal, silicon compounds and the chemical structure and biosynthesis of mycotoxins and metabolites of algae, bacteria and lichens.

Marine Biosciences

The section conducts fundamental and applied research on coastal marine organisms, especially plants, to enhance understanding of their ecology, systematics, genetics, chemistry, biochemistry and physiology. Research and development is conducted in three main areas: ecological, taxonomic and genetic studies; chemical studies related to identification of biologically-active compounds; and physiological and biochemical studies directed at developing aquaculture technology.

Biological Chemistry

This section is concerned with the development and application of nuclear magnetic resonance (NMR) techniques and the use of stable isotopes for the solution of biological and chemical problems, including that of silicon in metallurgical systems and the biological role of silicon (silicate) in marine organisms (e.g., diatoms, sponges).

Industrial Materials and Processes

This section is concerned with the study of the kinetics and thermodynamics of chemical reactions at high temperatures, particularly reactions of importance to the pyrometallurgical processes (e.g., gas-slag-metal reactions, thermodynamics and constitution of metallurgical slags; transport of sulfur through slags and solubility of H_2O and CO_2 in slags).

The group also performs research on specific problems of local industry. The latter involves links with the Sydney Steel Corporation, Brunswick Mining and Smelting, and the Noranda Research Centre.

Microbiology

The section is concerned with the ecology, physiology and chemistry of fungi with particular reference to their role in agricultural systems. The emphasis is on mycotoxins and symbiotic associations with other plants (e.g., lichens) of particular Canadian significance.

Division of Biological Sciences

The division is composed of 13 laboratory sections and the Director's Office.

Director's Office

The Director's Office is responsible for the administration and operation of the division. By directing and correlating activities in the areas of policy, planning, program forecasting, estimates and contracts, it contributes to the main function of the division, which is to conduct research in the biological sciences directed towards new knowledge, and with applications to industry, health, and environmental standards.

Cell Physiology

The section carries out endocrine and ionic regulation of cell proliferation in bone marrow, kidney, liver, peripheral lymphocytes, thymus, tumours and cells in culture with the objective of understanding why cells divide. One possible medical application would be in the area of the detection and treatment of cancer.

Animal Facility

This section's research involves the immunogenic potential of micro-organisms causing diseases in animals with the aim of producing immunoprophylactic (disease-protective) agents.

Microbiology

This section conducts research on the growth and physiology of bacteria and yeasts and on the microbiological conversion of organic materials into usable fuels and chemicals. Organic materials include wood cellulose, waste cellulose, and industrial, agricultural and municipal waste streams. The group is phasing out work on fruit and vegetable storage.

Biomathematics

The section performs mathematical analyses of biological systems; genetic code and protein sequence analysis and the secondary structure of ribonucleic acids; theoretical studies of molecular mechanisms; algorithms and associated software applied to the deconvolution of fluorometric data; and statistical analyses in connection with experiments carried out in other sections of the division.

Cell Biophysics

The section studies microfibril biosynthesis in bacterial cellulose and provides electron microscopy expertise for other divisional projects.

Ecotoxicology

The section conducts research on the pathways of pollutants through the environment; transformation in sediment, water, air and biota; mechanisms of toxicity and interactions, especially of heavy metals; and hazard assessment of environmental contaminants.

Animal Physiology

The section conducts research into the neural and hormonal control of energy balance (energy intake, expenditure and storage) in mammals.

Environmental Secretariat

As an aid to regulatory agencies, the Environmental Secretariat compiles and analyzes published scientific data for use in establishing cause and effect of pollutants in the environment. Published criteria and monographs concern areas such as radioactivity in the environment, effects of pulp and paper wastes on aquatic life, the formation, transport and effects of photochemical air pollution, and other discussions regarding doses and effects of environmental pollutants.

Immunochemsitry

The activities of this section centre on the establishment of the structural basis for immunospecificity of antigens of pathogenic bacteria.

Molecular Biochemistry

The section conducts research into the structure, interaction and dynamics of biologically active proteins, mechanism of action at the molecular level of antibodies, enzymes, proteins and nucleic acids using biochemical and kinetic techniques; laser-Raman and luminescence spectroscopy; laser-flash photolysis; circular dichroism; and synthesized peptides. Its activities also include research on enzymic hydrogen production; immobilized enzymes; and affinity chromatography.

Molecular Biophysics

The section investigates the behaviour of biologically active compounds in living systems using nuclear magnetic resonance (NMR) spectroscopy.

Molecular Genetics

The section investigates the "in vitro" synthesis of biologically active DNA; the development and application of improved recombinant DNA techniques for the insertion and expression of genes; the structure and function of chromosomes of eukaryotes — in particular

those of yeast; and the control of gene expression at the levels of transcription, translation and cellular expression.

X-Ray Crystallography

The section conducts research into structure-function relationships in biological systems; the determination of chemical pathways and conformational preferences; and the stereochemistry of molecules of biological significance through X-ray crystal structure analyses.

Biotechnology Research Institute

The institute is located in Montréal and emphasizes the industrial application of biological sciences, focusing on the development of new processes and products. The main areas of research include fermentation and biochemical and process engineering, genetic engineering, cell fusion, and enzyme technology. A large-scale fermentation facility is available for pilot scale experimentation with new fermentation methods and economic evaluation. The research and development focuses on agro-food, energy, pharmaceuticals, waste management and forestry.

Canada Centre for Space Science

Director's Office

The Director's Office is responsible for the direction and administration of the Canada Centre for Space Science (CCSS). By directing and correlating activities in the areas of policy, planning, program forecasting and estimates, it contributes to the main function of the CCSS, which is to plan, co-ordinate and support space science in Canada.

Scientific Planning and Evaluation Group

This group is responsible for the evaluation, planning and monitoring of the space science program in Canada. The program conducts experiments using instruments on rockets, balloons, satellites and space transportation systems, supported by ground-based instruments and data networks. Experiments are selected on the basis of scientific integrity and cost-effectiveness of benefits to Canada.

Facilities Branch

The branch is a national facility providing services (primarily related to scientific rockets, balloons and satellites) to industry, government and universities that assist basic and exploratory research in the natural sciences and support industrial innovation and development. The branch is advertised as a national facility to the Canadian and international space science communities, and there are formal mechanisms that permit access to branch services.

Manuals

- Standing Instructions for the Operation and Maintenance of NRC Space Research Facilities
- Rocket and Balloon Facilities Handbook
- Range Safety Regulations

Instrumentation Section

The section manages the development of instruments required by university or government scientists for selected space science programs. The development of both space-borne and ground-based instruments is carried out through contracting with Canadian industry.

Engineering Section

The section is responsible for providing the space science community with sounding rocket payloads, other space platforms, and support systems. Most of the services are supplied by contracting the work to the private sector for manufacturing and staff resources.

Manuals

- Manufacturers' literature in the form of engineering reports and technical memoranda
- Range Users' Handbook

Operations

The section is responsible for the establishment, operation and maintenance of space research facilities in Canada. This includes major physical installations, capital equipment and expendable supplies for research into space and atmospheric phenomena.

Manuals

- Rocket and Balloon Facilities Handbook — defines available facilities and equipment, and outlines procedures on the use of these facilities
- Operational Safety Regulations — rules and regulations for the safe conduct of space science operations
- Standard Practice Instructions — detail work to be completed

Chemistry Division

The Chemistry Division is composed of 16 laboratory sections and the Director's Office.

Director's Office

The Director's Office is responsible for the administration and operation of the division. By directing and correlating activities in the areas of policy, planning, budgets and program forecasting, it contributes to the main function of the division, which is to conduct research in the chemical sciences with applications to the scientific community at large and to industry.

Analytical Chemistry

The section develops analytical methods, frequently within the context of the Marine Analytical Chemistry Standards Program, and especially in the area of inorganic trace analysis. Analytical services are provided under certain circumstances.

Chemical Engineering

This section carries out research on reverse osmosis, ultrafiltration, sludge and emulsion treatment with a view to the separation, recovery and reuse of materials of industrial importance. In addition, it investigates fluid-particle technology, size enlargement, and fine coal beneficiation methods to recover or increase the value of specific fossil fuels and various ores.

Chemical Physics

Research in the section is concerned with the spectroscopy of organic compounds, semiconductor films and photovoltaic materials and devices.

Colloid and Clathrate Chemistry

The section investigates the properties of suspensions, colloid science, surface problems, dielectric properties, nuclear magnetic resonance studies of solids, and low temperature calorimetry.

High Polymer Chemistry

The section is engaged in research dealing with the kinetics and mechanisms of ionic polymerizations, especially those initiated by carbanions, stereoregular polymers and their characterization by solution, and NMR measurements of polymers and inorganic or organometallic complexes.

Hydrocarbon Chemistry

The section conducts research on the chemistry and electron spin resonance (ESR) spectroscopy of organic free radicals in solution.

Kinetics and Catalysis

The staff in the section undertake research in the following areas: reactions of atmospheric interest, and gas phase free radical reactions; heterogeneous catalysts; chemistry and electron spin resonance spectroscopy of free radicals; metal clusters; Vitamin E.

Laser Chemistry Group

The group undertakes research into laser induced chemistry; laser isotope separation; enrichment of hydrogen, deuterium, tritium, carbon-13, zirconium, uranium; industrial applications of lasers; metal atom chemistry; photochemistry, photophysics and reaction dynamics.

Metallic Corrosion and Oxidation

Research in the section is concerned with the mechanics and kinetics of the formation of oxides on metal surfaces, with electrochemistry and with the instrumental characterization of surface films.

Molecular Spectroscopy

Research in the section involves studies of the vibration spectra of complex molecules of biological importance, vapor phase Raman intensities and band contours, and the development of new vibrational Fourier transform techniques.

Organic Chemistry

This section researches the physical, organic and organometallic chemistry of reactive intermediates such as free radicals, carbenes and metallenes.

Photochemistry and Kinetics

Research in the section includes studies of photochemistry and photophysics in the gas phase and reaction dynamics.

Reaction Intermediates

Research in this group is concerned with the kinetics, mechanisms and spectroscopy of transient species as studied by pulsed techniques such as laser flash photolysis.

Solid State Chemistry

Research in the section encompasses the chemistry and physics of metals, alloys and compounds, solid state inorganic chemistry, and X-ray diffraction and crystallographic computation.

Textile Chemistry

The section performs research on the degradation of plastics and fibers by sunlight and by heat, the mechanisms by which ultraviolet stabilizers and flame retardants operate to protect such materials, the relation between the properties of plastics and fibers and their molecular structures. In addition, there is work going on in the development and evaluation of textile test methods.

Theoretical Chemistry

Research in the section can be grouped into five areas: chemical physics, solid state and quantum optics, molecular physics, biophysics and quantum chemistry.

Division of Electrical Engineering

The division is composed of eight laboratory sections and the Director's Office.

Director's Office

The Director's Office is responsible for setting research program goals, objectives and priorities and for directing and co-ordinating the divisional research and service activities. The division conducts research in electrical, electromagnetic and electronic engineering; computer, biomedical and ultrahigh vacuum technology; surface science and quantum electronics, with applications to industrial and social development.

Computer Graphics

This section conducts research in the following areas: intelligent robotics, computer graphics and image processing. The research in robotics focuses on problems in sensory-based robot control with emphasis on a multiprocessor computing architecture capable of serving the real-time processing requirements of a multi-sensor control system. The research in computer graphics involves the investigation of both hardware and software techniques of color roster display systems for advanced graphic work-station development. The image processing research involves the development of new knowledge in image analysis, recognition and image understanding and its application to the solution of problems in computer vision.

Electromagnetic Engineering

This section conducts research on fundamental problems in electromagnetic and antenna theory. In addition, it develops measurement methods and maintains facilities for the design and evaluation of antennas and the analysis of electromagnetic interference. The following are specific application areas in the section: radar principles to study the polarization effects of precipitation; microwave heating for industrial processes; and the development of moisture and electromagnetic radiation sensors.

Electron Physics

This section investigates the measurements, creation, processes and application of ultrahigh vacuum technology. Specific application areas include surface studies with regard to their order and physical properties; the preparation of lanthanum hexaboride as thermionic electron emitters and the calculation of their properties; the

fabrication of thin film devices using optical lithographic methods, particularly integrated optical devices; quantum electronics and laser technology emphasizing line width, optical memories and optical spectroscopy of rare earth solids. Finally, the section operates a liquid helium facility to internal and external users.

Electronics Engineering

The section conducts research in two areas: instrumentation and software for intelligent robotic subsystems; and the applied use of photovoltaic technology. In the robotic subsystems area, effort is being devoted to optical-electronic measurement and inspection systems, digital and optical filtering techniques and the interfacing between measurement and control systems. In addition, the section develops power systems based on photovoltaic modules and evaluates the performance of photovoltaic modules.

Information Science

This section's main area of research is computer-aided learning. It develops and evaluates a national authoring language (NATAL); develops terminals and software for specialized interactive computer application; maintains and operates a computer network for co-operative research in computer-aided design and manufacture, and computer-aided training; pursues research and development activities concerned with application of database technology in these areas; and studies computer-aided design focused on the development of computer-based models to assist in the design-decision process.

Biomedical Engineering Research Program

The section develops instrumentation and techniques that define and analyze biological processes related to the clinical situation. There are four areas of endeavour: the development of technical aids for the physically handicapped to improve and increase their vocational opportunities and quality of life; the study of measurement of the effects of non-ionizing radiation such as ultrasound and electric current flow on body tissues; the development of methods of data collection, analysis and interpretation to facilitate the decision-making of the health worker; and the development of implant materials and instrumentation for orthopaedic research.

Power Engineering

This section develops instrumentation for the electrical power industry and standards laboratories. It studies the deterioration of high-voltage insulation systems and the environmental effects of high-voltage direct-current transmission lines. In addition, it develops and analyzes high-voltage impulse measuring systems for application to industrial calibration, standardization and ultra-fast impulses.

Rehabilitation Technology Unit (Toronto)

This section assists Canadian industry in developing and providing aids for the handicapped. It provides human and production engineering services to manufacturers; contracts and evaluates developmental models on a buy-back basis, ensuring the adherence to proper procedures; and co-operates with the Canadian Standards Association in testing developmental models for adherence to safety and reliability specifications.

Division of Energy

The division is responsible for the co-ordination of the NRC's energy work and for managing program offices in solar, biomass, fusion energy, wind energy, hydrogen and energy storage, peat and heat pumps.

Director's Office

The Director's Office is responsible for the administration and planning of the division and for the co-ordination and liaison with other federal departments with respect to energy programs. The divisional budget is directed primarily to programs contracted to industry.

Biomass Energy Program

The program is responsible for co-ordination of the federal research and development program on bioenergy, including programs in other departments, as well as in-house and contracted work. Major activities relate to the harvesting and collection of biomass, conversion techniques and synthetic liquids fuels.

Fusion Program

The program co-ordinates Canadian research and development directed at harnessing thermonuclear fusion energy. The program includes work performed in-house, work contracted out to utilities, industry, and universities, activities of other federal organizations, joint federal-provincial projects and collaborative research and development with foreign fusion programs.

Solar Energy Program

The program is responsible for the management of NRC's solar research and development, including active solar heating systems for space and water, passive and hybrid heating systems, photovoltaic systems (direct-to-electricity conversion), industrial applications. The prime mechanism is contracted work to the Canadian solar industry.

Wind Energy Program

The program is responsible for the federal research and development on wind energy, including support programs in other departments, as well as major in-house and contracted work. Major activities relate to assessment of wind energy resource, development of wind energy components and systems, field trials of wind energy systems and development of megawatt-scale turbines (AEOLUS).

Heat Pumps

The program is responsible for co-ordination of the federal research and development program on heat pumps, including support programs in other departments, work performed in-house as well as contracted-out, and collaborative research and development with foreign heat pump programs. Major activities relate to industrial applications of heat pumps, residential applications of heat pumps, and component and technology development.

Hydrogen and Energy Storage

The program is responsible for co-ordinating the federal research and development program on hydrogen and energy storage, including support programs in other departments, work performed in-house as well as contracted-out, joint federal-provincial projects and collaborative research and development with foreign hydrogen programs. Major activities relate to hydrogen production, hydrogen use and storage, electrochemical technology, hydrogen safety and battery research.

Peat Program

The program is responsible for co-ordinating the federal research and development program on peat, including support programs in other

departments, as well as in-house and contracted-out work. Major activities relate to peat resources, classification, mining, processing, dewatering and conversion.

Herzberg Institute of Astrophysics (HIA)

Director's Office

The Director's Office controls, directs and correlates the activities of the institute's nine sections, three of which are observatories. The office is responsible for the administration of the institute; it prepares policies, program forecast estimates, contracts and other related material.

In addition, it contributes to the main function of the institute, which is the advancement of knowledge in the areas of spectroscopy, space physics, planetary sciences and astronomy and the running of the observatories that are national facilities. The office also has supportive responsibilities for the Canada-France-Hawaii telescope.

Astronomy

The section carries out basic research into phenomena associated with natural emission from material in extraterrestrial space. This research can be divided into two broad categories: solar and non-solar astronomy. Solar astronomy in the radio spectrum involves daily measurement of the microwave flux and daily strip scans of the solar disk. Optical measurements of certain specific regions are made in or near the H line when weather permits. Galactic and extra-galactic radio astronomy comprises a very broad field ranging from research on cold interstellar clouds to the study of very distant and very bright radio galaxies and quasars.

The section also has the responsibility of operating the Algonquin Radio Observatory (ARO) as a national facility and providing new instrumentation for the 46-meter telescope.

Distinguished Research Scientist

The present work of this section is devoted mainly to the work of Dr. G. Herzberg and in particular to the study of a new class of molecules discovered five years ago. They may be referred to as Rydberg molecules since they are stable only in Rydberg states but not in the ground state. Molecules that have been identified are H3 and NH4. New spectra have been obtained that may belong to a third molecule of this type, H F or HF, but this remains to be confirmed.

Dominion Astrophysical Observatory

The observatory is engaged in research on cosmology, normal and peculiar galaxies, including quasars and Seyferts, early-type stars, peculiar A stars, late-type stars, double stars, star clusters, galactic chemical evolution, supernova remnants, galactic structure techniques of data analysis, and design and development of instrumentation and optics for astronomical research from the ground and from space.

Planetary Sciences

The section carries out basic research on physical processes and phenomena occurring in the upper atmosphere and near space. Some of the principal phenomena studies include the aurora, ionosphere, magnetosphere, space plasmas, meteors, meteorites and comets. Observations are made from the ground, on rockets and on satellites. Instrumental techniques include photography, spectroscopy, photometry, radar and plasma probes. Theoretical work is done in some areas.

Dominion Radio Astrophysical Observatory, Penticton, B.C.

The observatory studies natural radio emissions from selected regions of the sky at various frequencies.

EDP Systems

- Maps of various regions of the sky, obtained with the observatory's radio telescopes, are stored on magnetic tapes and disks

Space Physics

The section conducts basic research into physical phenomena in space, specifically cosmic rays, plasma processes in the earth's magnetosphere and ionosphere and auroral mechanisms. Instrumentation is designed and constructed for experiments using rockets and spacecraft; data from these and other sources are analyzed and interpreted. A network of cosmic ray neutron monitor stations is maintained throughout Canada.

EDP Systems

- Cosmic Ray Neutron monitor and meson telescope data files for Canadian stations
- Data from ISIS 2 spacecraft — the energetic particle detector experiment
- Data from Magsat spacecraft — vector and scalar magnetometers

Spectroscopy

The section studies small molecules and free radicals (unstable chemical species) by means of the electromagnetic radiation they absorb or emit. The section has equipment that covers the range from the far ultraviolet (wavelengths of about 1000 angstroms/10-5 cm) to radio frequencies (wavelengths of about 50 cm). Some emphasis is placed on molecules of astrophysical importance.

Spectroscopy of Larger Molecules

The section carries out basic research on the spectra of molecules and transient species. The aim of the research is to establish the structures of these molecules and information concerning their dynamic properties. The research has many applications in chemistry, physics and astrophysics.

Industrial Materials Research Institute

Director's Office

The Director's Office is responsible for the administration and operation of the institute. It directs and correlates activities in the areas of policy, planning, program forecasting, estimates and contracts and contributes to the main function of the institute which is to serve the needs of Canadian industry in an area of major concern — the technology of industrial and engineering materials. The institute carries out its scientific activities at Boucherville, east of Montréal. The institute's research program, oriented primarily towards the needs of the industrial sector, includes research in process technology, materials and service performance characterization, and systems and instrumentation.

Institute for Marine Dynamics

The institute is a national resource for research development, test and evaluation in marine transportation and offshore systems. The research program is focused on the hydrodynamics, dynamics, stability and propulsion of floating and submerged vessels, structures and their components.

The advanced new laboratories provide assistance to industry, university and government. A broad range of projects is undertaken involving theoretical studies as well as model and full-scale experiments in open water and in ice. Their application includes safety, ship design criteria, sea transportation, offshore exploration and development, fisheries, defence, search-and-rescue, and law enforcement.

Institute for Manufacturing Technology

Effective November 8, 1984, the government decided not to proceed with the establishment of the institute.

Division of Mechanical Engineering

The division is composed of eight laboratory sections, the Director's Office and the Manufacturing Technology Centre.

Director's Office

The Director's Office is responsible for directing and correlating the administration and operation of the division through the following activities: policy making, planning, program forecasting, estimating, entering into contracts, purchasing and materiel management. The division conducts research and development in the areas of transportation, energy and industrial technology by providing a broad range of expertise and experimental facilities.

Systems Laboratory

The laboratory is concerned with the use of computers in engineering research and development and as aids to solving current industrial problems. Collaborative projects, usually with industry directly involved, define the needs for new computer technology development in the laboratory and provide for its effective transfer and use. Activity areas include transportation, control systems, industrial scheduling and signal processing.

The laboratory conducts research and development on the application of control theory and technology to a wide range of industrial and other control problems. In addition, it conducts research on human factors in manual control and man-machine interaction.

EDP Systems

- PDP-11/45 and PDP-11/60 with DECnet interconnection and graphics terminals — used in modelling and simulation of industrial and other control processes

Engine Laboratory

This laboratory concerns itself with engine research. All work conducted by the laboratory has strong industrial applications.

Fuels and Lubricants Laboratory

The laboratory conducts investigations and research into the use of all types of petroleum and associated products, in particular the development of laboratory test methods and their relationship to field use; future fuels for gasoline, diesel and gas turbine engines; re-refining of used lubricants; engine fuel economy and low temperature operation.

Gas Dynamics Laboratory

Work in the laboratory is concerned with the flow of fluids, mainly gases, in engineering applications. Gas flows range from small-quantity, high-temperature plasmas to the large continuous flow rates, at ordinary engineering temperatures, associated with prime movers, heat exchangers, industrial flues, and smelting processes. Engine work is centered largely on industrial, marine and aviation gas turbines. Specialized experimental facilities for all the major components of gas turbine power plants are operated in co-operative research programs with industry. Other facilities allow the study of high-powered model propulsion systems at forward speed, small gas turbine aeroengines at altitude, industrial aerodynamics related to non-aeronautical applications, and the internal aerodynamics of industrial ducting and flues. Heat transfer studies are related mainly to heat recovery systems, particularly those involving heat transport at small temperature differences, from low-grade sources, by various forms of heat pipes. Other activity is concerned with the use of high-pressure water jets for industrial cutting purposes.

Hydraulics Laboratory

The laboratory undertakes basic and applied research in the field of coastal and offshore engineering. Basic research studies are mainly in the field of simulation techniques of waves, tides and ice. Applied studies are carried out to determine forces on marine structures, stability of coastal structures and the development of ocean energy sources. Many projects are undertaken for Canadian industry.

Low Temperature Laboratory

This laboratory conducts research in the low-temperature thermodynamic field on engineering problems associated with low temperature, ice and snow. A large proportion of the work is carried out with industrial involvement. Test work is conducted in cold chambers, icing wind tunnels and a helicopter spray rig, for industry and on behalf of other countries.

Manufacturing Technology Centre

The centre develops new manufacturing processes, provides advice on adaptation and introduction of existing and new processes for the Canadian manufacturing industry, and designs and makes equipment for experimental scientific work in-house and for the transfer of technology to the industrial sector.

Manuals

- Manuals for the operation and maintenance of machine tools and manufacturing facilities

EDP Systems

- Numerically controlled machine tools are operated by EDP tapes (part programming)

Railway Laboratory

The laboratory's main areas of responsibility lie in the development of facilities, techniques, programs (computer models) and devices to aid in the understanding and prediction of the behaviour of railway vehicles; the development of mechanical, optical, or electronic instruments to measure variables or manipulate matter — particularly in the railway environment (formerly including mechanical aids to surgery and to the handicapped); and the provision of facilities, expertise and service in connection with the calibration of pressure sensing instruments. The laboratory will undertake, for a fee, the study and quantification of strength, safety, stability, dynamic response, longevity, vibration attenuation, loading restraint, and the passenger comfort of rail vehicles in relation to comparative or absolute standards in laboratory and field experiments.

Manuals

- AAR Recommended Procedures
- RTC Directives

- Standard Atmosphere Tables

Western Laboratory (Vancouver)

The laboratory specializes in three areas of mechanical engineering research that are of industrial or social importance: friction wear and lubrication (tribology) with major emphasis on the friction and wear of non-metallic materials and the wear of rails and wheels; development of low-cost computerized design and manufacturing programming systems; and research and development into small-scale, low-cost, socially and culturally appropriate mechanical technologies.

EDP Systems

- Laboratory rail- and wheel-wear data
- Software developed in laboratory for programming numerically controlled machine tools

Division of Microstructural Sciences

The division comprises five sections and supporting services.

Director's Office

The Director's Office is responsible for the administration and operation of the division, by directing and correlating activities in the areas of policy, planning, program forecasting, estimates and contracts. The main functions of the division are to provide support in the physical sciences to aid Canadian industrial development; to conduct research in selected areas of physics applicable to long-term Canadian problems; and to perform basic and applied research to support these functions and gather knowledge.

National Aeronautical Establishment

This establishment is responsible for research and development on military and civil aviation, with particular reference to the support of the aviation industry and associated industries.

Director's Office

The Director's Office is responsible for administering the Establishment and managing the scientific programs of work it undertakes. The office is also responsible for all external relationships, both national and international, that are within its mandate.

Flight Research Laboratory

The laboratory is responsible for the flight research program of the National Aeronautical Establishment. This includes research on flying qualities and control, operational problems, atmospheric phenomena, aeromagnetics, aerial applications, short take-off and landing (STOL) technology, accident investigations, aerial reforestation and studies for the Canadian Armed Forces. The laboratory acts as a research service to industry and to other government departments. In support of its research program, it operates a small fleet of research aircraft.

Manuals

- File Classification Index

High Speed Aerodynamics Laboratory

The laboratory is responsible for the maintenance, development and use of the five-foot supersonic wind tunnel on behalf of the Canadian aviation industry and the Department of National Defence. The internal research work is concerned with computational fluid dynamics, low-speed, high-lift wing systems, wings and bodies in transonic flow, flutter analysis and stores clearance. Work for external agencies consists of specific design development.

EDP Systems

- Aerodynamic data tapes given to clients under a contractual commitment are proprietary

Low Speed Aerodynamics Laboratory

This laboratory is responsible for low-speed fluid dynamics research and development pertaining to aircraft design and development, wind power generation, ground vehicle aerodynamics, wind effects on civil structures, urban wind climate, fluid control and measurement devices, wind tunnel development, and contract research for the aircraft industry and the Department of National Defence in the field of aerodynamics.

Public Safety Project Office

This office acts as the NRC management centre for research projects concerned with public safety, with particular reference to the needs of the Canadian Association of Chiefs of Police and the Solicitor General of Canada. Its activities are concerned with crime countermeasures, public and police personal safety, equipment improvements and the detection of explosive ordnance devices.

Structures and Materials Laboratory

The laboratory is responsible (with particular emphasis on the needs of the aviation industry and defence) for research and development work on the static and dynamic performance of structures and materials. Other subjects of on-going research include single-camera real-time photogrammetry, biomedical materials, aircraft flight load statistics, non-metallic composite materials, accident investigation, computational stress analysis, aeroacoustics, and a load and acceleration calibration service.

Space Technology Program Office

This office manages three space technology programs; the Canadarm Program and related Remote Manipulator System Technology Development Programs; the Canadian Astronaut Program; and the Space Station Feasibility Study Program. The function of the office is to define and control the activities carried out by various contractors, notably SPAR Aerospace, in relation to these programs, to manage all interactions with the U.S. National Aeronautics and Space Administration (NASA) and participating Canadian government agencies, and all interdivisional involvements within the NRC. This office also defines and develops the experiments to be carried out by Canadian astronauts and ensures that their training program is complete.

Manuals

- Reference Manuals — NASA

Unsteady Aerodynamics Laboratory

The laboratory has responsibility for research on the dynamic stability of aircraft and missiles, the development of new wind-tunnel dynamic test equipment and techniques, and for research on wings and bodies at hypersonic speeds. It also has ongoing projects concerned with trace vapour detection in particular reference to explosive devices and aviation security.

Division of Physics

The division comprises ten sections and the Director's Office.

Director's Office

The Director's Office is responsible for the administration and operation of the division by directing and correlating activities in the areas of policy, planning, program forecasting, estimates, calibration, contracts. It contributes to the main functions of the division, which are to provide services and support in the physical sciences to aid Canadian industrial development; to conduct research in selected areas of physics applicable to long-term Canadian problems; to conduct research directed toward the improvement of social conditions for Canadians; to provide national facilities to the Canadian scientific community; and to perform basic and applied research both to support these roles and in the pursuit of knowledge.

Acoustics Section

The section conducts research on acoustics in areas related to health, the environment and industrial technology.

Electrical and Time Standards

The section carries on research in the fields of direct current standards; rf and microwave standards; electrical instruments; reactance standards; Josephson effect; cesium beam primary frequency standards; hydrogen maser frequency standards; secondary frequency standards and time scales; frequency calibration facilities; also responsible for time dissemination and CHU shortwave station.

Heat and Thermometry

This section maintains, improves and disseminates Canadian temperature standards. It also supports industrial thermometry through consultation and occasional development of instruments for measuring temperature or temperature-related quantities; develops instruments for physical and biological measurements in the ocean and transfers the resulting technology to Canadian industry; operates a divisional computer service; and carries on research into computer systems.

High Energy Physics

This section conducts research on high energy physics.

Laser and Plasma Physics

The section works on high power laser development; excimer laser studies; generation and detection of ultrashort laser pulses; high power CO_2 laser-plasma interactions; laser-produced plasma diagnostics; visible, near infrared and X-ray streak camera development; and numerical studies of laser-plasma interactions.

Length and Mechanical Standards

This section conducts research into primary length standards; primary mass standards; length and mass secondary standards and derived measurement; laser frequency stabilization and measurement; and non-linear optical mixing.

Photometry and Radiometry

The section carries out research into photometric standards; colorimetric standards; performance characteristics of photoelectric receivers; spectrophotometry; spectroradiometry; absolute radiometry; reflectance standards; measurement of gloss; measurement of opacity; colour difference evaluations; colour vision; performance of optical systems; properties of optical materials and components; properties of photographic materials; design of optical systems; and solar simulation.

Photogrammetric Research

This section carries out research on analytical on-line photogrammetry; satellite photogrammetry; electronic photogrammetric control systems, automation; geodetic problems related to photogrammetry; computational programs; orthophoto and stereo-orthophoto techniques; basic geometry of aerial photographs; non-cartographic photogrammetry.

Materials Physics

The section performs research on crystal defects.

Ionizing Radiation Standards

This section develops and maintains standards for, and provides calibration services based on research into radioactivity standards; X-ray and gamma-ray exposure standards; absorbed dose calorimetry standards; and chemical dosimetry. In support of this it conducts research into radiation transport simulations; bremsstrahlung spectral measurements; radiation chemistry, and neutron dosimetry.

Plant Biotechnology Institute

The institute conducts research in plant cell technology, plant molecular genetics, and microbial productivity, bio-organic chemistry and plant products technology. It is made up of five sections and support services — the Administrative Office, Extramural Business Office, Library, Research Illustration Group, Plant Engineering Services, Purchasing and Materials Group, NMR Facility, and Mass Spectroscopy Facility. These are operated to assist the research programs of the laboratory and to provide scientific assistance to other research agencies, business and to public organizations.

Administrative Office

The Administrative Office is responsible for the operation of the division, including planning, policy, budget, contracts and personnel.

Plant Products Technology

This project develops new crop treatment and plant cell processes, from laboratory scale up to industrially applicable scale. Special interests are large-scale methods for growing plant cells, production of protein and starch from crops, cell production of alkaloids, and production of pharmaceuticals from plant cells.

Plant and Microbial Productivity

This project studies the biology, genetics and biochemistry of plants and micro-organisms. Special interests are the measurement of biochemical activity in plants, heritable energetic characters, cell growth and nutrition, plant- microbial symbiosis, photosynthesis and nitrogen fixation and energy use in green plants.

Bio-organic Chemistry

This project conducts research on the chemistry of cell regulants and on signal chemicals. Special interests are the analysis and synthesis of amino acids, proteins and nucleotides; the synthetic production and use of pheromones for insect pests; and on plant signal chemicals.

Plant Cell Technology

This project studies the biology and biochemistry of plant cells. Special interests include the study of plant tissue cultures, protoplasts, the production and propagation of superior plants, improvement of plant plant cell resistance to disease and stress, plant cell metabolism, molecular biology and cryobiology.

Plant Molecular Genetics

This project studies construction of use of RNA vectors for gene transfers in plants, DNA recombinant technology, genetic mapping and anaylsis, the introduction of foreign genes into plant cells, and gene expression.

VICE-PRESIDENT (TECHNOLOGY TRANSFER)

The Vice-President (Technology Transfer) has responsibility for the Division of Building Research (DBR), the Canada Institute for Scientific and Technical Information (CISTI), research journals, the NRC's Industrial Research Assistance Program (IRAP) and the Program for Industry/Laboratory Projects (PILP) which includes projects in other government laboratories. Other principal functions in this area involve the NRC's relations with industry in Canada and an Office for Industry Policy Analysis.

Division of Building Research

The division provides a research service to the construction industry in Canada. It is organized on a multidisciplinary basis to cover the subject areas of building services, building materials, structures, noise and vibration, fire, geotechnique, building performance, codes and standards, and information dissemination. A considerable amount of this information is published by the division on a continuing basis and is available from the Ottawa laboratories and the regional stations across Canada.

Director's Office

The Director's Office is responsible for the direction and operation of the division by managing and correlating activities in the areas of policy and planning.

Administration

The section provides the Director's Office and the staff of the division with support services in the areas of personnel, finance, purchasing, shops and building maintenance, and registry.

Building Materials

The section provides basic information on the properties and behaviour of building materials, assists in the preparation of standards and specifications, develops test methods to evaluate the performance of various building materials and assists industry and other agencies in solving problems of national importance.

Building Performance

The section is primarily concerned with the development of information to aid the designer and builder in realizing practicable, cost-effective, occupant-safe and useful buildings. The range of activities necessary to achieve these objectives involves consideration of the design and construction process; observation and analysis of the operation, use and performance of actual buildings; and direct communication with the industry to promote the application of knowledge of buildings.

Building Structures

The objective of this section is to provide information on structural aspects that are common to all buildings, mainly to satisfy the needs of structural designers and building-code authorities. Studies of wind effects on full-scale and model-scale buildings and snow loads on roofs are given particular attention. Results of this work help in the continuing improvement of the design values used in the National Building Code and its supplements.

Codes and Standards

The group comprises three sections: the Codes Technical Section, which oversees the division's technical contributions to the committees responsible for the preparation of the National Building Code (NBC) and the National Fire Code (NFC), undertakes studies relating to the special needs of these codes, and provides technical assistance in the production of various code documents; the Codes Secretarial Service, which provides necessary secretarial support to the associate committee on the NBC, the associate committee on the NFC, the Canadian National Committee on Earthquake Engineering, and the auxiliary technical committees responsible to these associate committees; and editorial, translation, distribution and records units, which handle the production and distribution of the codes and their associated documents.

Building Services

The objective of this section is to provide the knowledge base required for the design and operation of building services, and the design of the building envelope for the control of heat and moisture. The building services aspect includes consideration of smoke control systems for tall buildings, aspects of the indoor environment, such as lighting and ventilation systems, and the application of advanced technology to the building industry. The building envelope considerations include evaluation and understanding of the thermal characteristics and performance of materials, components and systems, leading to standards, product development and proper design.

Fire Research

The section is responsible for conducting research aimed at reducing life and property losses by fire in Canada. High priority is given to subjects related to the National Building Code, because it is through building regulations that the greatest progress can be made towards the provision of fire safety.

Geotechnical Section

The section provides a research service to the construction industry of Canada in the use and behaviour of earth materials. Studies involve mineral and organic soils, peat, rock, permafrost, snow and ice, and the influence environmental factors and human activity have on these materials.

Instrumentation

The objectives of the unit are to provide expert advice and consultative services on instrumentation and system design to building research sections; to co-ordinate selection and purchasing of new equipment; and to provide technical support for the proper maintenance of instrumentation and related equipment.

Noise and Vibration

This section is concerned with problems of vibration and acoustics as they relate to buildings. Research proceeds at three levels: studies of basic physical processes of propagation of sound and vibration in

buildings; studies of responses of people to sounds and vibrations in their environment and establishment of quantitative physical descriptors that correlate with human response; and development of standard methods of measurement of the requisite physical descriptors.

Regional Stations

The main objective of the regional stations is to provide technical information to the construction industry in the Atlantic, Prairie and British Columbia regions in connection with improved design, the construction and operation of buildings and other structures. This objective is pursued through applied research projects and technical information services. The stations provide a communication link between the design professions, construction agencies, users of buildings and the Building Research Centre in Ottawa.

Technical Information

This group has two main tasks: to provide library, editorial, drafting, photography and graphic art services to the division and to provide the construction industry with published information on building technology; and to promote technology transfer generally.

The library, which is a branch of CISTI, provides services to over 100 research staff of the Division of Building Research (DBR) and is available as a basic source of information for the construction industry. The publications unit is responsible for editing, processing and distributing all division publications. The graphics unit provides all drafting, photographic and graphic art services. Technical enquiries from the construction industry are answered by the technical information unit.

UFFI Unit

The objective of this unit is to provide the technical database required to effect a satisfactory resolution to the UFFI problem as it affects the habitability (indoor air quality), property value, structural integrity and occupant well-being of Canada's residential and/or non-industrial building stock.

Canada Institute for Scientific and Technical Information (CISTI)

The institute is Canada's national centre for scientific and technical information, consisting of a central facility and 15 branches that serve the laboratory divisions of the National Research Council.

Director's Office

The Director's Office is responsible for the administration and operation of the institute in fulfilling its mandate to provide the people and Government of Canada with scientific and technical information services.

Acquisitions Section

This section is responsible for acquiring, by purchase and exchange, all significant scientific, technical and biomedical information from worldwide sources. This includes books, periodicals, technical reports and conference proceedings in many languages and in different formats (e.g., printed or on film).

Branch Libraries

The 12 branch libraries provide scientific and technical information services to the various divisions of the National Research Council, supplementing the library resources and services of the main facility.

Cataloguing Section

This section is responsible for processing newly-received publications for the CISTI library by creating a computer-based descriptive record of each item. These records are then used by the public to identify and locate items of interest by means of a computer terminal. The records are also available on microfilm.

Manuals

- Anglo-American Cataloguing Rules

Document Delivery Section

The section lends books and provides photocopies of articles to clients in response to requests. It is also responsible for providing information on the availability of translations of scientific and technical articles from foreign languages, and of publications that are difficult to obtain, such as official publications of foreign government departments.

Manuals

- Interlibrary Loan Code
- Library Telecommunications Code

Health Sciences Resource Centre

The centre is responsible for providing a library reference service on health-related topics and for co-ordinating Canada's use of the U.S. National Library of Medicine computerized information service for medicine (Medline).

Information Services

The service provides scientific and technical information to the public in response to specific requests, using both computerized and manual searches of the literature. The section also operates a national on-line search capability for scientific and technical literature, (On-Line Enquiry System — CAN/OLE), as well as a national computerized current-awareness service (Selective Dissemination of Information — CAN/SDI), which regularly informs clients of the latest publications on a specified subject.

Manuals

- CAN/OLE User's Manual
- CAN/OLE Database Manual
- CAN/SDI Profile Design Manual

Publications Section

This section is responsible for the production of such CISTI publications as the "Union List of Scientific Serials", for use by libraries throughout Canada. It also produces publicity material describing the services offered by CISTI.

Scientific Numeric Databases

These databases allow scientists to access and manipulate such scientific numeric data as infrared spectral data, thermochemical data, and crystallographic data.

Industry Development Office

Industrial Research Assistance Program (IRAP)

Initiated in 1962, IRAP is the oldest continuous government program providing stimulus for industrial development and technological innovation. Through the system for IRAP contributions, NRC

provides financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities, and other expenses involved in the project, and retain all titles and rights to the results of the jointly-funded research. The IRAP secretariat also administers the mini-IRAP program, and until their termination in March 1980, it administered the Scientific and Technical Employment Program (STEP) and the Scientific and Technical Employment Program Extension (STEPEX).

Manuals

- IRAP brochure describing the program and its "Conditions of Support"
- Mini-IRAP brochure

Industry Policy Analysis

This office carries out industry policy analysis and analysis of industry programs in anticipation of, and in response to, management requirements.

Program for Industry/Laboratory Projects (PILP)

The objective of the program is to bring about the application and use of scientific and engineering knowledge in situations in which significant economic and social benefits to Canada can be foreseen. It is a co-operative program between Canadian industry and the federal government, which offers financial contributions and assistance in the identification, development and marketing of technologies to which government scientific or engineering staff can make significant contributions. In addition, the unsolicited proposal program is administered by PILP on behalf of Supply and Services Canada. It provides for contracting out of projects of interest to NRC divisions.

Manuals

- NRC Financial Management Manual
- Computer Use Manual (in preparation)

EDP Systems

- Computer storage of historical and current data

Industrial Technology Advisory Service (IRAP-F)

The service provides scientific and technical information, advice, and assistance to the Canadian manufacturing industry to help solve technical problems, improve production operations, increase productivity, identify opportunities resulting from technological developments, and promote the utilization of research results in industry. Engineers are located across the country and provide direct in-plant, person-to-person contact with the firms — an essential element of successful technology transfer, particularly where smaller companies are involved. A central advisory service provides direct support to field staff by providing specialized knowledge and skills, facilitating acces to NRC, federal, and other resources, and undertaking various field assignments.

EDP Systems

- Enquiry Index — an annual index prepared from a computerized listing of titles of enquiries answered by this unit

Field Advisory Service (IRAP-C)

The service provides scientific and technical information, advice and assistance to the Canadian manufacturing industry to help solve technical problems, improve production operations, increase productivity, develop new processes, products or markets, reduce costs and increase profits, and contribute to the economic and social development of the country. The engineers and scientists located across the country provide direct, in-plant, person-to-person contact with the firms — this is an essential element of successful technology transfer, particularly for small firms that have no engineering staff or other technical resources. (For field office locations, see Regional contacts at beginning of chapter.)

Manuals

- Diagnostique — A Procedure for Analyzing the Needs of the Small Manufacturing Enterprise

Research Journals

The NRC publishes primary journals of research in various disciplines as a service to the scientific and engineering communities in Canada. The journals contain original reports of research written by scientists in Canada and abroad.

The publishing office is responsible for copy processing, setting of specifications for typesetting and printing contracts, production management, quality control, marketing and financial administration for the journals.

Manuals

- Instruction manuals for copy-editors

VICE-PRESIDENT (FINANCE)

The Vice-President (Finance) is responsible for the organization of financial administration in the NRC and for ensuring the effectiveness of policies, systems and procedures including the appointment, classification, training and performance of employees with financial responsibilities.

Computation Centre

The centre is a branch within the National Research Council that provides data processing services in support of divisional and branch research and administrative activities on a full cost-recovery basis.

Chief's Office

The Chief's Office is responsible for the administration and operation of the branch through the formulation and direction of centre policy, planning, forecasting, service rate structures and contracting.

Customer Service Section

The section is responsible for the analysis and development of user-requested application programs, user education and general assistance in the use of the Computation Centre's facilities and implementation of purchased software products.

Manuals

- Technical reference manuals from hardware manufacturers, and suppliers' specifications on the command structure for the operating systems, compilers and assemblers

Systems Section

Section activities include the maintenance and implementation of operating systems and telecommunication software, the monitoring of hardware performance and the revision of software to obtain optimum hardware performance for the applications processed on the Computation Centre's computer system.

Operations Section

The section is responsible for the computer system operation, magnetic tape and disk library, and data-entry services.

VICE-PRESIDENT (PERSONNEL AND ADMINISTRATIVE SERVICES)

The Vice-President (Personnel and Administrative Services) is responsible for the complete personnel function, including employment, collective bargaining and related personnel services. Other duties include all NRC central administrative services.

Research Projects Support Office

The office is composed of two operating sections and supporting services. Its function is to undertake, on behalf of laboratories and program offices, the administration and reporting of NRC research and development contracted out to industry or universities.

Classes of Records

NRC/EXE-005 *Formerly Identified as:* NRC-EX-10
President's Office
Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; outside enquiries on selection of staff; correspondence and minutes on board memberships.

NRC/EXE-010 *Formerly Identified as:* NRC-EX-20
Council Secretariat
Description: Documents on council membership, meetings and agenda; review and advisory committees of council; divisional advisory boards; follow-up of council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy. Information on legal advice, patents, audits, associate committees and archival material. *Topics:* General administration; National Research Council committees; memoranda to Cabinet and decisions; history and archives; legal services; audits; associate committees; official languages, access to information and privacy; and affirmative action.

NRC/EXE-015 *Formerly Identified as:* NRC-EX-30
Executive Vice-President
Description: Working papers, memoranda and correspondence with federal and provincial government departments, universities and industry on research policy and planning as it concerns the mandate of the National Research Council. *Topics:* Research policy and planning; Tactical Studies Group.

NRC/EXE-020 *Formerly Identified as:* NRC-PRIS-10
Public Relations and Information Services
Description: Information on general public information programs at the NRC. *Topics:* General administration; responses to enquiries from the media and general public; tours and visits, conferences and seminars; NRC publications, displays and exhibits; films and audio-visual material; graphics; photography; NRC open house.

NRC/EXE-025 *Formerly Identified as:* NRC-EXREL-10
International Relations
Description: Information on visits to and from outside organizations, both within Canada and abroad; passport procurements for NRC staff; responses to requests for financial assistance; correspondence regarding international scientific exchanges and technical assistance to developing countries. *Topics:* Administration; finance; committees; international scientific exchanges; countries.

NRC/ARL-030 *Formerly Identified as:* NRC-ARL-10
Director's Office
Description: Director's working files include material on the activities of projects, such as research and development and project planning; travel and conference files; NRC committees (e.g, Committee of Directors). *Topics:* General correspondence and files on research and development as it pertains to research projects; files by subject interest, e.g., peat, coal, aquaculture; general correspondence from various divisions within the NRC, by division; working files on Five-Year Plan; and forward planning.

NRC/ARL-035 *Formerly Identified as:* NRC-ARL-20
Administration
Description: Correspondence, memoranda, requests, minutes, and technical reports. *Topics:* Plant engineering; requests (analyses, chemicals and cultures, scientific information); cultural organizations (conferences and symposia meetings); scientific societies and institutes; committees (health and safety, scientific committees); Seaweed Culture Station files (basically engineering and maintenance); unpublished manuscripts; financial services; and personnel files.

NRC/ARL-040 *Formerly Identified as:* NRC-ARL-30
Analytical Methods and Services
Description: Information on scientific investigations and analyses and the management of the Marine Analytical Chemistry Standards Program and other analytical methods and services, including distribution of reference materials and reports. *Topics:* Research and development contracts; publications; mass spectral data; electron microscopy; X-ray diffraction; and electrophoresis. *Special Access Note:* Mass spectral data stored on 2T-12 sector discs (double density; 5 megabyte capacity), formatted for an INCOS data system.

NRC/ARL-045 *Formerly Identified as:* NRC-ARL-50
Marine Biosciences
Description: Research files of published and unpublished data, reprints and information relating to research on structure, taxonomy, genetics, biosynthesis, membrane components and marine natural products. *Topics:* General correspondence; seminars; chemicals and equipment; algal metabolites; hydrocarbons; fatty acids; sterols; carotenoids; isoprenoids; aromatics; toxins; drugs; cyclic peptides; tetrapyrroles; biosynthesis; 13C nuclear magnetic resonance (NMR) spectroscopy; mass spectrometry; chromatography; synthetic techniques; and chemotaxis.

NRC/ARL-050 *Formerly Identified as:* NRC-ARL-60
Biological Chemistry
Description: Correspondence, memoranda and technical reports on the development and application of nuclear magnetic resonance techniques and the use of stable isotopes for the solution of biological and chemical problems. *Topics:* Nuclear Magnetic Resonance (NMR); biological, synthetic and chemical applications, instrumentation techniques; theory; biosynthetic studies of natural products from algae, fungi, bacteria; chemical studies of natural products, organic and inorganic compounds.

NRC/ARL-055 *Formerly Identified as:* NRC-ARL-70
Industrial Materials and Processes
Description: Working files in areas of metallurgical chemistry, coal and peat. *Topics:* Correspondence; minutes and proceedings of meetings; research agreements or contracts; technical reports; and bibliographic material on metallurgical chemistry.

NRC/ARL-060 *Formerly Identified as:* NRC-ARL-90
Microbiology
Description: Correspondence and working papers on algology and microbiology. Working files on isolation, identification and ecology of soil fungi and lichens, structure determination and toxicity of fungal metabolites. *Topics:* Chemistry of lichen substances; taxonomy and distribution of peat mosses; infrared and mass spectra of lichen substances; nuclear magnetic resonance spectra; collection of peat mosses from Canada; taxonomy and ecology of soil fungi; production and isolation of fungal toxins; structure determinations; toxicity of fungal metabolites.

NRC/BSC-065 *Formerly Identified as:* NRC-BIOSCI-10
Administration
Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, studies in industrial microbiology, travel and seminar information. *Topics:* General correspondence, policy, visits, technical enquiries, administration and operation technical support — e.g., supplies and equipment, and safety committee.

NRC/BSC-070 *Formerly Identified as:* NRC-BIOSCI-20
Cell Physiology
Description: Information on cell physiology, cell proliferation and biochemistry.

NRC/BSC-075 *Formerly Identified as:* NRC-BIOSCI-30
Animal Care and Research
Description: Information on the basic care and health of research animals and on immunological research in relation to animals. *Topics:* General correspondence and policy on animal care and research.

NRC/BSC-080 *Formerly Identified as:* NRC-BIOSCI-40
Microbiology
Description: Information on microbiology, research related to the production of fuels and feed stock from biomass (especially cellulose) and the storage of fruit and vegetables. *Topics:* General correspondence; fermentation processes and products; microbial physiology and metabolism; enzymology; transport phenomena; cell division; continuous culture; araerobis; immobilized cells and enzymes; culture collection; cellulosics; bioreactors; energy; methane; alcohol; liquid fuels; fruit and vegetable storage.

NRC/BSC-085 *Formerly Identified as:* NRC-BIOSCI-50
Biomathematics
Description: Correspondence and laboratory notebooks containing information on statistical analysis and mathematical modelling. *Topics:* Biomathematics; statistics; computer modelling; deconvolution.

NRC/BSC-090 *Formerly Identified as:* NRC-BIOSCI-60
Cell Biophysics
Description: Information on research activities in cellulose biosynthesis, methanogenic bacteria, macromolecules and biophysics generally. *Topics:* Biophysics; macromolecules; methanogenic bacteria; microfibrils; cellulose biosynthesis; electron microscopy.

NRC/BSC-095 *Formerly Identified as:* NRC-BIOSCI-70
Ecotoxicology
Description: Information on the mechanisms of action of toxic organometals at the tissue, cellular and subcellular levels and the movement of toxic chemicals through environmental pathways. *Topics:* Toxicity of organometals; environmental contaminants.

NRC/BSC-100 *Formerly Identified as:* NRC-BIOSCI-80
Animal Physiology
Description: Information on the neural and hormonal control of energy balance in mammals. *Topics:* Energy balance in mammals; obesity; brown adipose tissue.

NRC/BSC-105 *Formerly Identified as:* NRC-BIOSCI-90
Environmental Studies
Description: Working papers and bibliographic material in the areas of heavy metals, physical energy phenomena, pesticides, water, air, fluoride and biology generally, on which criteria and monographs are published. *Topics:* Correspondence, minutes and proceedings, membership, terms of reference of the Environmental Secretariat, the Associate Committee on Scientific Criteria and its subcommittees and working groups on physical energy phenomena, air, metals, water, pesticides, toxicology; inventory of pollution research in Canada and abroad; contract-based research proposals; research agreements or contracts; trace element metabolism; NRC-PCB Study (Regina). *Retrievability:* Research contracts broken down by company name.

NRC/BSC-110 *Formerly Identified as:* NRC-BIOSCI-100
Immunochemistry
Description: Information on immunology and immunochemistry. *Topics* Antigens; antibody; pathogenic bacteria; hybridomas; diagnostics; vaccines.

NRC/BSC-115 *Formerly Identified as:* NRC-BIOSCI-110
Molecular Biochemistry
Description: Information on studies on the structure, interaction and dynamics of biologically active proteins. *Topics:* Enzymes; enzyme-substrate interaction; proteins; enzyme catalysis; Raman spectroscopy; fluorescence spectroscopy; circular dichroic spectroscopy.

NRC/BSC-120 *Formerly Identified as:* NRC-BIOSCI-120
Molecular Biophysics
Description: Information on research involving the use of NMR resonance and ESR techniques. *Topics:* Structure — function relations; cell membranes; metabolism; NMR spectroscopy.

NRC/BSC-125 *Formerly Identified as:* NRC-BIOSCI-130
Molecular Genetics
Description: Correspondence and memoranda relating to recombinant DNA, yeast genetics and protein sequencing. *Topics:* Genetic engineering; recombinant DNA; gene expression; protein secretion; enzyme production.

NRC/BSC-130 *Formerly Identified as:* NRC-BIOSCI-140
X-Ray Crystallography
Description: Information on crystal structures, X-ray analyses and protein work. *Topics:* X-ray crystallography; crystallographic computing. *Storage Media:* Computer printouts and X-ray films.

NRC/BRI-135 *Formerly Identified as:* NRC-BRI-10
Administration
Description: Material under control of this office includes documents relating to the operation of the individual laboratories such as space, policy planning, reports, travel, seminars, general information. *Topics:* General correspondence, policy, visits, seminars, staffing, administration, research and development studies, supplies, equipment.

NRC/CCS-140 *Formerly Identified as:* NRC-CCSS-10
Administration
Description: Correspondence, memoranda and reports related to project planning, program forecasts, international co-operation and the overall operation of the Canada Centre for Space Science. *Topics:* Committees — Advisory Group on Priorities, Consultative Committee on Auroral Observatory, joint range policy, Scientific Planning Group and teams; co-operation and liaison — countries (France, India, U.K., U.S.), international organizations (Cospar, NASA, UN), industries, universities; licences and permits; organization and planning; reports and publicity.

NRC/CCS-145 *Formerly Identified as:* NRC-CCSS-20
Scientific Planning and Evaluation
Description: Information pertaining to programs supported by CCSS funds, evaluation reports, records of planning and other meetings: general correspondence, minutes and proceedings, memberships, long-term planning and direction and international interactions. *Topics:* Canada Sounding Rocket Planning Group (CSRPG); plans for space science in Canada; satellite projects; Space Science Evaluation and Planning Group (SSEPG). *Retrievability:* Files arranged by subject, type of program, government department, university, company and country.

NRC/CCS-150 *Formerly Identified as:* NRC-CCSS-30
Instrument Development
Description: Information on the development of space science instruments: correspondence, memoranda, contracts, studies, planning reports related to administration, finance, equipment and supplies, and co-operation with other agencies. *Topics:* CANOPUS; Data Analysis Network; Energetic Ion Mass Spectrometer; Viking UV Imager; Waves in Space Plasma/High Frequency; Wide-Angle Michelson Doppler Imaging Interferometer.

NRC/CCS-155 *Formerly Identified as:* NRC-CCSS-40
Engineering Administration
Description: Correspondence, memoranda, technical reports, intergovernmental and interagency agreements, technical enquiries, operational plans and committee minutes on the operation and maintenance of space research facilities and the provision of engineering support for scientific rockets and balloons. *Topics:* Operations; balloon programs; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

NRC/CCS-160 *Formerly Identified as:* NRC-CCSS-50
Operational Engineering and Projects
Description: Information on the items required to provide support to the space science community: it consists of general correspondence, minutes of meetings, technical definitions, equipment performance reports (technical), engineering studies and data processing on topics such as rocket projects and telemetry.

NRC/CCS-161 *Formerly Identified as:* NRC-CCSS-60
Equipment and Facilities
Description: Information on the planning, equipping, manning and use of space science research facilities in Canada. *Topics:* Correspondence on administration and policy; technical enquiries and replies; contract documentation; intergovernmental agreements; hardware engineering and development; rocket, balloon and satellite programs; minutes of meetings, seminars; international meetings; operations; balloon programs — large, small balloons; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

NRC/DCH-165 *Formerly Identified as:* NRC-CHEM-10
Administration
Description: Correspondence, memoranda, and reports relating to the operation of the laboratory sections, and the provision of scientific assistance to business, the general public and other agencies. *Topics:* General files — correspondence, technical enquiries, visits, lectures, seminars, publications, inventions; tests for outsiders; research.

NRC/DCH-170 *Formerly Identified as:* NRC-CHEM-20
Analytical Chemistry
Description: Correspondence, memoranda and general enquiries on analytical methods and analysis problems. *Topics:* General correspondence; trace analysis — emission; X-ray; atomic absorption; organic and spark source mass spectrometry; inductively coupled plasma analysis.

NRC/DCH-175 *Formerly Identified as:* NRC-CHEM-30
Chemical Engineering — Spherical Agglomeration
Description: Reports, correspondence and memoranda on membrane separation processes, spherical agglomeration, particle size enlargement, beneficiation of coal, the upgrading of ores, and the application of the relevant technologies to industrial problems. *Topics:* General correspondence; reverse osmosis; ultrafiltration; recovery of coal fines; fluid-particle technology; emulsions; coal-oil mixtures.

NRC/DCH-180 *Formerly Identified as:* NRC-CHEM-40
Chemical Physics Spectroscopy
Description: Correspondence, reports and memoranda on semiconductors, electron spin resonance spectroscopy and transient phenomena. *Topics:* General correspondence; electronic properties; semiconductor films; photovoltaics; carrier generation; transport properties, sputtering.

NRC/DCH-185 *Formerly Identified as:* NRC-CHEM-50
Colloid and Clathrate Chemistry
Description: Memoranda, reports, general enquiries; requests from industry on separation problems; colloids; particles. *Topics:* General correspondence; spherical agglomeration; oil sands bitumen separation; dielectric properties; NMR; clathrate hydrates.

NRC/DCH-190 *Formerly Identified as:* NRC-CHEM-60
High Polymer Chemistry — Plastics
Description: General enquiries, reports and correspondence on polymer science, stereoregular polymers, plastics and rubbers. *Topics:* General correspondence; ionic polymerization mechanisms; block polymers; star polymers; characterization of stereoregular polymers; NMR; catalytic complexes.

NRC/DCH-195 *Formerly Identified as:* NRC-CHEM-70
Hydrocarbon Chemistry
Description: General correspondence, memoranda and reports on the autoxidation of liquid hydrocarbons and the efficacy of anti-oxidants. *Topics:* Hydrocarbon research; free radicals; chain reactions in the liquid phase; reaction-rate constants; ESR spectroscopy; the chemistry of free radicals in solution; Vitamin E.

NRC/DCH-200 *Formerly Identified as:* NRC-CHEM-80
Kinetics, Catalysis, ESR Spectroscopy
Description: Correspondence, memoranda and reports on chemisorption, catalysis, ESR spectroscopy and air pollution problems. *Topics:* General correspondence; hydrocarbon research; free radicals; ozone layer; photochemical smog; electron paramagnetic resonance; heterogeneous catalysis; fluorine-containing radicals; and carbonyl compounds.

NRC/DCH-205 *Formerly Identified as:* NRC-CHEM-90
Laser Chemistry
Description: General correspondence, memoranda, reports relating to laser applications and isotope separation. A significant portion of this information is contained in laboratory notebooks. *Topics:* General correspondence; industrial contracts; laser isotope separation; uses of lasers industry; metal atom reactions.

NRC/DCH-210 *Formerly Identified as:* NRC-CHEM-100
Metallic Corrosion and Oxidation
Description: Correspondence, memoranda and reports on metallic corrosion and oxidation, and replies to general and specific requests for assistance from industry and government on these subjects. *Topics:* General correspondence; corrosion of metals; formation of oxides on metals; electrochemistry; electron microscopy; Mossbauer spectroscopy; surface film characterization.

NRC/DCH-215 *Formerly Identified as:* NRC-CHEM-110
Molecular Spectroscopy
Description: Correspondence and memoranda relating to research and requests for information on vibrational spectroscopy, techniques and computer programs. *Topics:* General correspondence; infrared spectroscopy; Raman spectroscopy; Fourier transform infrared spectroscopy; membranes.

NRC/DCH-220 *Formerly Identified as:* NRC-CHEM-120
Organic Chemistry
Description: Correspondence concerning the general administration of research activities, chemical synthesis, scientific collaboration and the publication of scientific reports. *Topics:* Carbene chemistry, free radical chemistry, organometallic chemistry, thermochemistry, kinetics, synthesis, deuterium labelling, steroids and alkaloids.

NRC/DCH-225 *Formerly Identified as:* NRC-CHEM-130
Photochemistry and Kinetics
Description: Correspondence, memoranda and reports on gas-phase kinetics; reactions of atoms, radicals and other transient species. *Topics:* General correspondence; research on mass spectroscopy; photochemistry; photophysics; infrared chemiluminescience; laser isotope separation.

NRC/DCH-230 *Formerly Identified as:* NRC-CHEM-140
Reaction Intermediates
Description: Correspondence, reports and memoranda relating to transient species, laser techniques and luminescent materials. A substantial amount of this information is contained in laboratory notebooks and journal publications. *Topics:* General correspondence; properties of reaction intermediates; laser techniques; fluorescence and phosphorescence.

NRC/DCH-235 *Formerly Identified as:* NRC-CHEM-150
Solid State Chemistry — Metals
Description: Correspondence and memoranda on metals, alloys, etc., their properties and characterization techniques. *Topics:* General correspondence; magnetism; metals and alloys; electrons in metals; amorphous metals; hydrides; thermodynamics; X-ray diffraction; crystallographic structures.

NRC/DCH-240 *Formerly Identified as:* NRC-CHEM-160
Textile Chemistry — Fiber Science
Description: Reports, correspondence and memoranda relating to research in textile chemistry, including general enquiries, requests for information and assistance from industry and other government departments. *Topics:* General (enquiries, visits, lectures, papers, publications, seminars); research in textile chemistry; textile research for companies, industry and government; polymer photochemistry; UV stabilization; morphology; X-ray diffraction; flammability; flame retardants.

NRC/DCH-245 *Formerly Identified as:* NRC-CHEM-170
Theoretical Chemistry
Description: Correspondence, memoranda and reports relating to the above research activities. *Topics:* General correspondence; dynamics of liquids and solids; structure-function relationships; biomathematics; radiationless transitions; vibronic coupling; molecular physics; condensation phenomena; resonance Raman scattering.

NRC/DEE-250 *Formerly Identified as:* NRC-DEE-10
Administration
Description: Information related to the operation of the individual laboratory sections and support services in the division. *Topics:* General correspondence, policy, administration and operation, divisional committees, equipment and supplies, technical enquiries and unsolicited suggestions, visits, lectures, seminars, exhibits, displays; review of manuscripts, articles for publication in outside journals, requests for copies of scientific papers, hospital engineering publications, Journal of Vacuum Science and Technology; laboratory orders, assistance to outsiders and universities, correspondence and investigations of electrical fires, accidents and failures, radio wave bands allocated to NRC, instrumentation co-ordination, correspondence between Communications Canada and the division; policy and general correspondence for the development workshops, drafting and photography section, and field station.

NRC/DEE-255 *Formerly Identified as:* NRC-DEE-20
Computer Graphics
Description: Information on research projects in the following areas: computer graphics, image processing and computer vision, simulation and modelling, parallel system architecture, real-time sensory robotics, and application of artificial intelligence. *Topics:* Policy, general correspondence, image processing, data analysis, computer graphics and computer aided design, intelligent robotics, industrial activities.

NRC/DEE-260 *Formerly Identified as:* NRC-DEE-30
Electromagnetic Engineering
Description: Information on research projects related to fundamental and applied problems in electromagnetic radiation and antenna theory. *Topics:* Policy; general correspondence; television; precipitation radar; microwave heating and drying; hail research (Alberta); microwave and high-frequency measurements and standards; tests for outsiders.

NRC/DEE-265 *Formerly Identified as:* NRC-DEE-40
Electron Physics
Description: Records contain information on research projects related to surface science and ultrahigh vacuum, in particular, physical properties of surfaces, lanthanum hexaboride (as an electron emitter), microfabrication of electronic thin film devices, quantum electronics and laser technology as related to line width, optical memories and optical spectroscopy and liquid helium production. Some of this information is contained in laboratory notebooks. *Topics:* Policy; general correspondence; major projects on surface science; helium liquifier device; quantum electronics; surface physics; and ultra high vacuum.

NRC/DEE-270 *Formerly Identified as:* NRC-DEE-50
Electronics Engineering
Description: Information on research projects related to instrumentation and software for intelligent robotic subsystems, sensor development, signal processing and photovoltaic systems. *Topics:* Policy; general correspondence; sensor development; signal processing; digital instrumentation; photovoltaic systems; fibre optic sensors; integrated optic sensors.

NRC/DEE-275 *Formerly Identified as:* NRC-DEE-60
Information Science
Description: Information on research projects related to computer-aided learning or training and the specialized equipment associated with this field. *Topics:* Policy; general correspondence; touch sensitive x-y encoder; information retrieval and documentation; thermal radiation detection; research on computer-aided learning; and research on CAD/CAM; Canadian Patents and Development Ltd.

NRC/DEE-280 *Formerly Identified as:* NRC-DEE-70
Biomedical Engineering Research Program
Description: Information on research projects related to specialized instruments and techniques required in the medical field, such as the development of technical aids for the handicapped, and the measurement and study of the effects of ultrasound and electric current flow on body tissues. *Topics:* Policy; general correspondence; guiding devices for the blind; medical electronics; echo-encephalography; aids to the handicapped; prosthetics and orthotics research; reference catalogue; ultrasound; communication aids; Rehabilitation International; body signals; biomedical engineering activities in Canada; Advisory Committee on Technical Assistance to the Handicapped; operation of rehabilitation technology unit.

NRC/DEE-285 *Formerly Identified as:* NRC-DEE-80
Power Engineering
Description: Information on research projects related to instrumentation and standards associated with the Canadian electrical power industry. *Topics:* Policy; general correspondence;

electrical utilities; high-voltage research; dielectric research; interlaboratory comparisons; lightning research at the CN Tower, Toronto; high-voltage radio interference; energy-related research and development; and tests for outsiders.

NRC/DEE-290 *Formerly Identified as:* NRC-DEE-90
Rehabilitation Technology Unit (Toronto)
Description: Information on the administration and operation of the Rehabilitation Technology Unit (RTU) and on research projects related to developing and providing aids for the handicapped. *Topics:* Administration — general correspondence, visits, publications, papers and talks, conferences and seminars; Canadian Rehabilitation Council for the Disabled (CRCD) Technical Aids Committee; Canadian Board for Certification of Prosthetists and Orthotists; Canadian Association of Prosthetists and Orthotists; International and Ontario Society of Prosthetists and Orthotists; British Institute of Surgical Technologists; marketing — CRDC Operations; general correspondence, correspondence between RTU and CRDC, between RTU and the Canadian Rehabilitation Organization, between RTU and Foreign Rehabilitation Organization, between RTU and manufacturers and suppliers; testing and evaluation of commercial rehabilitation devices; research projects — general correspondence, switches (touch, pneumatic, lever, pedal, button, other input, photoelectric, manual joystick, mouth joystick), typing aid, mounting devices, telephone, message pointer, dynamic seat, radio tuning motor, personal nerve stimulator, head pointer.

NRC/DEN-295 *Formerly Identified as:* NRC-ENERGY-10
Administration
Description: General documentation on energy research and development within NRC, including planning documents, interdepartmental collaboration, public information, visits, seminars. *Topics:* Correspondence; policy; enquiries; visits; lectures; reviews; articles for publication; seminars; inventions; meetings; exhibits; reports; committees; research — in-house energy conservation program.

NRC/DEN-300 *Formerly Identified as:* NRC-ENERGY-20
Biomass Energy
Description: Correspondence, memoranda and reports on biomass energy research — agricultural sources, forest sources, harvesting technology, conversion technology, alternative liquid fuels. *Topics:* Enquiries, contractor workshops, ethanol, methanol, peat; contracts; contractors' reports; co-operation and liaison with industry.

NRC/DEN-305 *Formerly Identified as:* NRC-ENERGY-30
Fusion Energy
Description: Working papers, correspondence, enquiries, related to all aspects of fusion energy research and development, especially to magnetic confinement technology of tokamak, fusion fuels (tritium) technology, and inertial confinement technology with lasers. *Topics:* Correspondence, reports, presentations, conferences, committees, interdepartmental liaison; fusion program IV.3; KMS Fusion Inc.; contractors' reports; laser fusion facility studies.

NRC/DEN-310 *Formerly Identified as:* NRC-ENERGY-40
Solar Energy
Description: Correspondence, memoranda, reports, and contracts related to research on solar systems — thermal, photovoltaic, agricultural — and to specific solar components. Significant information is recorded in the form of contractor reports. *Topics:* Administration; federal-provincial agreements; fundamental studies; resource assessment; advanced scientific projects; industrial technology and product development; systems trials and demonstrations; agricultural applications; analysis and design methods; monitoring, tests and standards; information and liaison; Solar Purchase Program: heat pumps.

NRC/DEN-315 *Formerly Identified as:* NRC-ENERGY-50
Wind Energy
Description: Working papers, correspondence, enquiries, contractor reports on all aspects of wind energy research and development, especially resource assessment, field trials and prototype development. *Topics:* Correspondence, reports and presentations, conferences, economics and wind energy, committees, interdepartmental liaison, unsolicited proposals and inventions; wind energy resource assessment; wind energy research (performance analyses, structural analyses, Atlantic Wind Test Site; environmental interaction, materials, standards); wind energy field trials; megawatt prototype (AEOLUS).

NRC/DEN-320 *Formerly Identified as:* NRC-ENERGY-60
Heat Pumps
Description: Correspondence, enquiries, contractors' reports, meeting, conferences, workshops, interdepartmental liaison, committees related to all aspects of heat pump research. *Topic:* Heat pump research.

NRC/DEN-325 *Formerly Identified as:* NRC-ENERGY-70
Hydrogen and Energy Storage
Description: Documentation on hydrogen and energy storage research and development, including committees, interdepartmental collaboration, federal-provincial agreements and international liaison. *Topic:* Correspondence, enquiries, inventions, reports, meetings, conferences, workshops; Hydrogen Industry Council / 1458-6; Hydrogen Research / 2458-5; Canadian Hydrogen Association / 1453-173 IEA (International Energy Agency) — Hydrogen / 1465-5-24; International Association for Hydrogen Energy / 1459-136; Advisory Committee on Hydrogen and Electrochemistry — Hydro Quebec / 1490-10-10; Proposed Institute of Electrochemistry / 9000-22.

NRC/DEN-330 *Formerly Identified as:* NRC-ENERGY-80
Peat Program
Description: Correspondence, enquiries, contractors' reports, meetings, conferences, workshops, committees related to all aspects of peat research. *Topic:* General correspondence; McNamara construction, Peat Forum.

NRC/HIA-335 *Formerly Identified as:* NRC-HIA-10
Administration
Description: Correspondence, memoranda pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section and the Canada-France-Hawaii Telescope. *Topics:* Administration (general correspondence, enquiries, visits, lectures, talks and papers, review of manuscripts, theses for outsiders, seminars and colloquia, unsolicited suggestions and ideas submitted to HIA, exhibits and displays); research — general; Canada-France-Hawaii Telescope (CFHT) Board of Directors; contracts with CFHT; CFHT Canadian Project Office; miscellaneous work done for outsiders.

NRC/HIA-340 *Formerly Identified as:* NRC-HIA-20
Astronomy
Description: Correspondence, memoranda and working papers connected to the topics listed below. *Topics:* Policy, correspondence; 46-meter telescope; long baseline interferometry; solar radio noise; joint solar observing programs; solar maximum year; requests for observing time on telescope (other than ARO); visits to ARO; long-range planning; meals and board; instrumentation; application for observing time; data processing; Ottawa River Solar Observatory.

NRC/HIA-345 *Formerly Identified as:* NRC-HIA-30
Distinguished Research Scientist
Description: Information in these files pertains to the Distinguished Research Scientist Section; they also contain general correspondence on molecular spectroscopy.

NRC/HIA-350 *Formerly Identified as:* NRC-HIA-40
Dominion Astrophysical Observatory
Description: Data and general correspondence on astronomy related to observations and research on various stars and galaxies, design, testing and construction of various instruments, optics and sites. *Storage Media:* Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints.

NRC/HIA-355 *Formerly Identified as:* NRC-HIA-50
Planetary Sciences
Description: Correspondence, memoranda related to the topics listed below. *Topics:* Policy; general correspondence; auroral research; meteor research; rocket research; non-meteoritic sightings; auroral radar; planetary sciences field stations; Meteorite Observation and Recovery Project; upper atmosphere research data; astronomy and aeronomy; Aeronomy Newsletter; continuing observations of meteor phenomena; infrasound generated by meteors; continuing observations of auroral phenomena; infrared airglow research; thermal plasmas in the ionosphere; plasma studies in the magnetosphere; eclipse effects in the ionosphere; theoretical modelling of geomagnetic pulsations; experiment for shuttle spacelab; infrasonic research.

NRC/HIA-360 *Formerly Identified as:* NRC-HIA-60
Radio Astronomy
Description: Correspondence, memoranda and radio maps. *Topics:* General correspondence; operation and administration; fires and fire protection.

NRC/HIA-365 *Formerly Identified as:* NRC-HIA-70
Space Physics
Description: Information on basic research in space physics. *Topics:* General correspondence; auroral processes; Birkeland currents; cosmic rays; ionosphere; magnetosphere; space plasmas; McKay Street Cosmic Ray Laboratory.

NRC/HIA-370 *Formerly Identified as:* NRC-HIA-80
Spectroscopy
Description: General correspondence and information related to spectroscopic research. *Topics:* Policy; infrared spectra of polyatomic molecules; electronic spectra; vibrations in polyatomic molecules; spectra of molecular ions; laser-Stark and laser-Zeeman methods scanning infrared lasers; use of double resonance and two-photon spectroscopy.

NRC/HIA-375 *Formerly Identified as:* NRC-HIA-90
Spectroscopy of Larger Molecules
Description: Information on research as outlined above; this research is also published in recognized scientific journals. *Topics:* Electronic and infrared spectra; molecules; free radicals; effects of magnetic and electric fields; astrophysical applications; two-photon spectroscopy; saturated absorption spectroscopy; microwave-optical double resonance.

NRC/IMR-380 *Formerly Identified as:* NRC-LCM-10
Administration
Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, research and development on industrial materials, travel and seminar information, replies to technical enquiries, and records on technical support — i.e., supplies and equipment, safety committee. *Topics:* Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology.

NRC/IMD-385 *Formerly Identified as:* NRC-IMD-10
Marine Transportation Technology
Description: Administration and operational files, general technical correspondence, working and correspondence files containing technical and administrative detail of marine transportation research studies and participation in societies, associations, conferences and government interdepartmental committees and working groups. *Topics:* Administration — policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel, operational — policy, general correspondence; research and development (general, for industry and for government).

NRC/DME-390 *Formerly Identified as:* NRC-DME-10
Administration, Research, Testing
Description: Information and correspondence on the operation of the individual sections and their interactions with each other, private sector clients and other government departments; the planning, controlling and reporting of projects and programs; and the forecasting and use of financial, physical and human resources. *Topics:* Policy; general correspondence; enquiries; administration and operations of Western Laboratory; visits, lectures, papers and talks; review of manuscripts and theses of staff; articles for publication; seminars; laboratory orders: firms offering testing, shop work, manufacturing assistance and facilities; exhibits and displays; inventions submitted; newsletters; photographs and publicity; pollution — general correspondence; Alexander Graham Bell Museum, Baddeck, Nova Scotia; monuments; divisional project management system; finance policy; general finance correspondence; equipment and supplies by sections; research by subject; research collaboration with industry; tests.

NRC/DME-395 *Formerly Identified as:* NRC-DME-20
Systems Laboratory
Description: Information on the technology of computer modelling and simulation: facility development, hardware, software, methods and applications. Correspondence, memoranda and reports on the industrial and medical applications of automatic control and human factor studies information on computer modelling and simulation, distributed control and data highway development, communication characteristics of the human operator and collaborative studies with universities and government departments. *Topics:* General correspondence; technical enquiries; laboratory operation; digital and hybrid computing; trip reports by staff; research projects. Policy; technical enquiries; orthopedic and prosthetic appliances; heat exchange for brain cooling; specific control problems on copper refining; applications of fluid amplifiers; pattern recognition; effect of microwave radiation on birds; controlled wound healing; freeze-drying units; spinal cord cooling and monitoring; Transport Canada plate load test equipment; consultation with ND Directorate on support vehicles; Queen's University — interdisciplinary collaboration.

NRC/DME-400 *Formerly Identified as:* NRC-DME-30
Engine Laboratory
Description: Correspondence, memoranda, reports, related to research on air cushion technology; energy conserving automotive power plants and fuels; aerodynamics and heat transfer in cooling of internal combustion engines; bearing design and operation, vibration prediction measurement techniques; gas turbine engines; aerodynamic theory and performance of turbo and reciprocating machinery, and on acoustics of machinery. *Topics:* Policy; general correspondence; enquiries; administration and operations; reports and publications; compressor design and performance of centrifugal compressor; engines — internal combustion; Vertical Take-Off and Landing (VTOL) fan-in-wing; VTOL propulsion tunnel; ceramic foam material; hybrid power plant system for automotive vehicles; air cushion hoverbed geriatric bed; icing research; fan testing rig

investigations; rotor dynamics; hydrostatic bearings aeroacoustics; tests for outsiders.

NRC/DME-405 *Formerly Identified as:* NRC-DME-40
Fuels, Lubricants and Associated Products
Description: Information on the section's administration, research and development work, committee correspondence, miscellaneous enquiries and test work. *Topics:* Policy; general correspondence; enquiries; operations and administration; poilution — air, water; unconventional automotive fuel; publications; static charging of distillate fuels; work done for other divisions; diesel hydraulic propulsion unit; combustion and propulsion; bearing life of rotating electrical components; detection of explosives; tribology research; storage test of petroleum products; fuels and lubricants; re-refined oil; tests for outsiders; research and development — air, land and sea; Quality Engineering Test Establishment.

NRC/DME-410 *Formerly Identified as:* NRC-DME-50
Engineering Gas Dynamics and Plasma Dynamics
Description: Correspondence and reports related to the laboratory's internal research and co-operative programs with industry in the project areas of combustion, turbines, fans and compressors, internal aerodynamics, high pressure water jet technology, heat transfer, test facilities, experimental and theoretical plasma dynamics, numerical methods in plasma dynamics, and the application of fluid and plasma dynamics to industrial processes. *Topics:* Policy; general correspondence; general enquiries; administration; radio isotopes; liaison with universities; reports and publications; high temperature by means of shock waves; flow losses in ducts and bends; air bearing applications; two-phase heat transfer; Gas Turbine Locomotive Project; fuels and oil-quality reports; high pressure ratio turbine stages; water jet cutting; VTOL propulsion tunnel — Vertical Take-off and Landing (VTOL) research; combustion research; flaw detection in hot steel billets; thermo spraying; pump test facilities; tests for outsiders; industrial research and development; loan and disposal of equipment to outsiders.

NRC/DME-415 *Formerly Identified as:* NRC-DME-60
Hydraulics
Description: Correspondence, memoranda on research studies pertaining to coastal and offshore engineering problems, including ocean energy. Raw data are kept in notebooks or on graphs and magnetec tapes (e.g., model tests); analyzed data are recorded in laboratory reports or files. *Topics:* Policy; general correspondence; enquiries; administration; computer-related correspondence; Computer Data Acquisition System (GEDAP); development of porous breakwater; pollution study — Ottawa River Hydraulic Laboratory; St. Lawrence Waterway Project — heat and ice studies; Sept-Îles Numerical Model Study; studies of Rideau River at Mooney's Bay; wave climate studies; wave forces; ice; motion of floating structures; ocean energy; Technical Advisory Committee — Beaufort Sea Artificial Island; tests for outsiders; research and development.

NRC/DME-420 *Formerly Identified as:* NRC-DME-70
Low Temperature Laboratory
Description: Information on research related to engineering problems resulting from low temperature, snow and ice, primarily in the transportation field; also on test projects carried out for, or in collaboration with, industry, other government departments, and foreign government agencies. *Topics:* Policy; general correspondence; enquiries; operation and organization; research on icing of fishing vessels; icing protection helicopters; general aircraft icing problems; icing protection of instruments and controls; investigation of absorption refrigeration systems; research on cold starting of engines, icing detectors, railway and track switch protection, cold weather problems, snow removal methods and problems, thermal refrigeration cycles, adhesion and removal of ice substrates, heat pumps, and sea ice dynamics; tests for outsiders — in cold chamber, in high-speed icing wind tunnel, in low-speed icing wind tunnel, in helicopter spray rig; research and development.

NRC/DME-425 *Formerly Identified as:* NRC-DME-80
Designing and Manufacturing Technology
Description: Correspondence, reports, memoranda relating to information on the design of scientific and laboratory equipment, manufacturing methods and statistical information on machinery capabilities. *Topics:* Policy; general correspondence; enquiries; organization and administration; electrochemical machining; work orders; railway investigation — warning lights, roller test rig; machine work for outsiders; other design engineering; reinforced plastics technology; electron beam welding; laser beam welding; numerically controlled machine tools; electro-chemical machining; electrical discharge machining; steel heat treatment; precision gear design and manufacture; research and development — general correspondence.

NRC/DME-426 *Formerly Identified as:* NRC-DME-90
Railway Laboratory Research, Development, Tests and Calibration
Description: Correspondence, memoranda, reports, test work statements on the main areas of responsibility of the laboratory. *Topics:* Policy; general correspondence; enquiries; organization and administration; Committee on Train Dynamics and Lading Damage; development of tools to facilitate vascular orthopedic and plastic surgery; orthotic and prosthetic devices; development of aids to handicapped; gravity wave instrumentation; environment recording systems; pressure gauge calibrations; altimeters and airspeed; track simulator drive; rail car studies; railway computer modelling; VIA RDC Modernization Program; centre sill cracking in rotary dump iron ore cars; testing of subway cars.

NRC/DME-430 *Formerly Identified as:* NRC-DME-100
Tribology, Computerized Design and Manufacturing, and Mechanical Technologies
Description: Correspondence, memoranda, reports relating to research and development on the wear of materials (mainly in machinery), rails, wheels and bearings; computerized manufacturing; and small-scale agricultural and logging equipment. *Topics:* General administration — policy; correspondence; enquiries; administration and operations; visits; lectures; papers and talks; manuscript review by staff; articles for publication; seminars; workshops; inventions; photographs and publicity; research files — tribology; materials; instrumentation; numerically controlled machines; manufacturing processes; mechanics and machine design; appropriate technology; research and development for outsiders.

NRC/DMS-435 *Formerly Identified as:* NRC-DMS-10
Administration
Description: Correspondence, memoranda, reports, statistics on the administration and operation of the division. *Topics:* Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; inventions submitted to the division; patent and licensing activities; finance; equipment and supplies; work done for outsiders.

NRC/DMS-440 *Formerly Identified as:* NRC-DMS-20
Condensed Matter Theory
Topics: Quantum Hall effect; superconductivity; organic superconductors; density-functional theory of plasmas, metals and liquid metals; amorphous silicon; point-contact spectroscopy of metals; pair potentials in transition metals; dielectric function of the electron gas; ice.

NRC/DMS-445 *Formerly Identified as:* NRC-DMS-30
Quantum Microphysics
Topics: Transient electron and lattice dynamics in semiconductors; optical non-linear interactions at solids and surfaces; laser damage; quantized Hall effect and magneto-transport; magnons and phonons

in mixed crystals; light scattering from surfaces; Raman spectroscopy of surfaces; ion and electron interactions with surfaces; solar thermal absorption.

NRC/DMS-450 *Formerly Identified as:* NRC-DMS-40
Electronic Structure and Calorimetry
Topics: Calorimetry, electronic structure of pure metals; electronic structure of dilute alloys; electronic structure of intermetallic compounds and ordered alloys; effects of hydrostatic pressure on electronic structure of metals.

NRC/DMS-455 *Formerly Identified as:* NRC-DMS-50
Molecular Beam Epitaxy
Topics: Molecular Beam Epitaxy equipment for the growth of III-V compounds and Group IV/Metals; superlattices, quantum wells; optical devices; X-ray mirrors; abrupt junctions; photoluminescence, Hall effect and other characterization techniques.

NRC/DMS-460 *Formerly Identified as:* NRC-DMS-60
Electron Physics
Description: This section of Electrical Engineering is also a member of this division. For information, refer to the description under "Electrical Engineering".

NRC/NAE-465 *Formerly Identified as:* NRC-NAE-10
Management
Description: The files contain material related to the orderly management of all programs and projects in the establishment, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to NAE involvement in organizations devoted to the aeronautical sciences. *Topics:* Administration (general correspondence, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, AGARD, CAARC, publicity and inventions); research; tests and work done for outsiders.

NRC/NAE-470 *Formerly Identified as:* NRC-NAE-20
Flight Research
Description: Design, operations and maintenance material on the aircraft in use; project files containing transactions on the individual research projects; material on international co-operative research arrangements; and records of projects involving other government departments and industry. *Topics:* Aircraft (by type); policy; general correspondence; military reconnaissance aircraft antisubmarine (MAD); development in airborne supply dropping; crash position indicator; computing facilities; advice and assistance on aircraft use in agriculture and forestry; forest fire control; air cushion vehicles; atmospheric turbulence; jet transport operating problems; airborne infrared techniques for resource survey; hail suppression techniques; airport fog dispersal; aerial spray systems and techniques; field experiments on drift; automobile crash detector, air data recorder playback; Vertical Take-Off and Landing (VTOL) and STOL projects; National Defence Convair 580 Project.

NRC/NAE-475 *Formerly Identified as:* NRC-NAE-30
High Speed Aerodynamics
Description: Files on internal research projects and incoming contracts that contain documentary material, both technical and contractual, that govern the work done under them. *Topics:* Policy, general correspondence; travel; conferences; equipment; Canadian sounding rockets; flow field survey about cones at supersonic speeds; five-foot wind tunnel; separation of the three dimensional laminar boundary layer on a flat plate; two-dimensional augmentor wing study in a five-foot wind tunnel; flutter analysis and stores clearance; wings and bodies in transonic flow; computational fluid dynamics; three-dimensional interaction; wind tunnel techniques.

NRC/NAE-480 *Formerly Identified as:* NRC-NAE-40
Low Speed Aerodynamics
Description: Information on contracts and agreements with external agencies, military and civil; individual projects; management matters, meetings and conferences. *Topics:* Policy; general correspondence; internal research projects; non-aeronautical aerodynamics; fluidic devices; wind power generator; energy research and development; vehicle aerodynamics.

NRC/NAE-485 *Formerly Identified as:* NRC-NAE-50
Public Safety Project Office
Description: Information on internal and external transactions concerning planning and projects, national and international crime countermeasures, individual projects, meetings, publications, contracts and policy. *Topics:* Administration; correspondence with outside organizations; operations; projects; committee study groups; crime countermeasures; fingerprinting; chemical agents; protective equipment; vapor detectors; image enhancement; patrol-car allocation; aviation security; missiles; emergency lighting; and radio-spectrum allocation.

NRC/NAE-490 *Formerly Identified as:* NRC-NAE-60
Structures and Materials
Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. *Topics:* Policy; general correspondence; G-meters; structural fatigue; road accidents study group; composite materials; acoustic excitation of structures; orthopedic implants and biomedical materials; Ottawa-Carleton computer traffic control system; metallic materials; structural analysis; real-time photogrammetry; calibrations; impact strength of structures; crack progagation; and theory of structures.

NRC/NAE-495 *Formerly Identified as:* NRC-NAE-70
Space Technology Program Office
Description: Information on the management of the three programs — international and national agreements, the control of prime contractor costing and finance, all technical research and development within the programs, interfacing with the Space Shuttle and its subsystems, NASA procurements offsets, post-delivery support, RMS technology developments, astronaut experiment definitions, astronaut training programs, space station feasibility studies. *Topics:* Policy and agreements; finance; shuttle operational flights; product assurance; materials; failure analysis; configuration management; Simfac; Remote Manipulator System; mechanical and electrical sub-systems; ground support equipment; CCTV and Lighting; schedules; Joint-Review Board; verification and tests; Astronaut program general correspondence; speaking engagements; equipment; training; space station studies; Canadian requirements studies; NASA studies.

NRC/NAE-500 *Formerly Identified as:* NRC-NAE-80
Unsteady Aerodynamics
Description: Information on research conducted by the laboratory; includes documentary material on contract and co-operative research with the United States. *Topics:* Dynamic wind tunnel tests; helium hypersonic wind tunnel; oscillatory characteristics of wings and bodies; detection of explosives; trace vapor detection; techniques for dynamic testing.

NRC/DPH-505 *Formerly Identified as:* NRC-PH-10
Administration
Description: Correspondence, memoranda, reports, statistics on the administration and operation of the division. *Topics:* Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; stores committee; lab orders; Newton apple tree; inventions submitted to the division; history project; patent and licensing activities; finance; equipment and supplies; work done for outsiders, NRC Advisory Board on TRIUMF.

NRC/DPH-510 *Formerly Identified as:* NRC-PH-20
Acoustics
Description: Information related to research on sound propagation and environmental studies; sound and vibration in relation to health; acoustical technology, devices, measurements and standards. *Topics:* Correspondence; couch noise; design and testing of ear defenders; design and calibration of circumaural earphones; noise survey in industrial plants; community noise (industrial, construction, transportation, domestic, outdoor sound propagation, noise legislation, committees on noise); exposure of man to noise; exposure of man to vibration, e.g., hand-arm vibration; microphone and sound level meter; sound reproduction; committee on hearing bioacoustics and biomechanics; seminar on noise and the community; technical planning and legislative control; advisory group on communicative disorders — U.S. National Institute of Health; specific projects — external and middle ear acoustics, earphone measurement techniques and hearing studies, hearing conservation techniques, effect of noise on sleeping persons, acoustical data processing, reduction of noise from small engines, and sound level measurement techniques.

NRC/DPH-515 *Formerly Identified as:* NRC-PH-30
Electrical and Time Standards
Description: Information related to research on physical standards of measurement (direct current, low-frequency alternating current, high-frequency alternating current); development of instruments and techniques of measurement; the international basis of time; primary frequency and time standards; and time dissemination. *Topics:* Correspondence; statistics in measurements; international intercomparisons of rf standards; research on standard frequency (NRC-CNRS co-operative work); talking clock; portable or flying clocks; commercial atomic clocks; daylight saving time; history of timekeeping; standard time zones; provincial legislation time zones; time signals requests; Bureau International de L'Heure; transmitter; antenna; licences; digital time and telephone dissemination; U.S.A. standard time and Daylight Saving Time (DST); satellite time dissemination; interference on infringement reports; *Daylight Saving Time Act* and Regulations.

NRC/DPH-520 *Formerly Identified as:* NRC-PH-40
Heat and Thermometry
Description: Information on thermometry and temperature standards, and oceanographic measurements and instrumentation. *Topics:* Correspondence; oceanography; photometry; heat and solid state thermometry; resistance thermometry; thermocouple thermometry; optical thermometry; thermometric fixed points; properties of thermometric materials; and temperature scales; CODATA task group on fundamental constants; International Committee on Thermometry.

NRC/DPH-525 *Formerly Identified as:* NRC-PH-50
High Energy Physics
Description: Information on interaction of heavy nuclei in emulsions; meson and baryon spectroscopy; rare decays of nuons and pions; and instrumentation for particle physics.

NRC/DPH-530 *Formerly Identified as:* NRC-PH-60
Laser and Plasma Physics
Description: Information on high-power pulsed CO_2 laser-plasma interaction studies; radiative interaction experiments; high-power laser development; and laser photochemistry.

NRC/DPH-535 *Formerly Identified as:* NRC-PH-70
Length and Mechanical Standards
Description: Information on length and mass standards and calibration; laser frequency standards and optical coatings and filters. *Topics:* Policy; correspondence; thin film coatings; optical thin films; ABC unification of engineering standards; measurement seminars; and hardness measurements.

NRC/DPH-540 *Formerly Identified as:* NRC-PH-80
Photometry and Radiometry
Description: Information on light and colour, optical instruments, and solar energy. *Topics:* Correspondence; colorimetry; photometry; calibration of aerial survey cameras; survey of tests on camera mounts; working group on optical properties of paper; National Bureau of Standards collaborative reference programs; seminar on colorimetry and photometry; Journal of Colour Research and Applications; Reflectance Spectroscopy Committee.

NRC/DPH-545 *Formerly Identified as:* NRC-PH-90
Photogrammetric Research
Description: Information on photogrammetric methods and techniques, aerial and space photogrammetry; engineering and medical photogrammetry; automation in photogrammetry and development of instruments. *Topics:* Correspondence; orthophoto system, photogrammetry, analytical methods in photogrammetry, ultrasonic techniques for medicine; development of an analytical stereo-plotter (The Stereorestitutor); close-range applications of photogrammetry; symposium on modern technology for Cadastre.

NRC/DPH-550 *Formerly Identified as:* NRC-PH-100
Materials Physics
Description: Research on crystal defects. *Topics:* Correspondence; structure and properties of crystal defects; plastic deformation of metals and alloys; cyclic deformation; solution hardening; microstructure in deformation and fatigue; surface effects in crystal plasticity; thermodynamics of deformation; dislocation cores.

NRC/DPH-555 *Formerly Identified as:* NRC-PH-110
Ionizing Radiation Standards
Description: Information on radiation dosimetry; radioactivity; electron linear accelerator; *Topics:* Correspondence, linear accelerator group; radiation chemistry: pulse radiolysis; neutron measurements; radionuclide calibrations; radioisotopes licences; research hazards and protective measures in transportation of radioactive materials; dosimetry group.

NRC/PBI-560 *Formerly Identified as:* NRC-PBI-10
Support Services
Description: Information on on-going services to research inside and outside PBI. Records of the Administrative Office, the Library, the Research Illustration Group, the chemical analysis groups, Plant Engineering Services and Purchasing are included. *Topics:* Correspondence; personnel and budget documents; progress reports and records of research; published research papers; library books and journals: records of operation of magnetic resonance and mass spectroscopy; records of building facilities and equipment; purchasing orders.

NRC/PBI-565 *Formerly Identified as:* NRC-PBI-20
Plant Products Technology
Description: Information related to research on fermentation processes for bacteria and plant cells; the processing of cereal and legume crops. *Topics:* Correspondence; fermentation; alkaloids; phased culture; protein and starch; utilization of crops.

NRC/PBI-570 *Formerly Identified as:* NRC-PBI-30
Plant Microbial Productivity
Description: Information on the biochemical function of lower organisms such as bacteria, fungi and algae; the degradation of wood by fungi; the conversion of carbon and atmospheric nitrogen to nutrient by plant-bacterial systems. *Topics:* Correspondence; contract documents; lignin and wood studies; nitrogen fixation; microbial biochemistry; blue-green algae and their metabolites; culture collection documents.

NRC/PBI-575 *Formerly Identified as:* NRC-PBI-40
Bio-organic Chemistry
Description: Information on the chemistry of naturally occurring substances, mostly of plant origin; the synthesis and analysis of fatty acid relatives and of proteins and amino acids; the development of sex attractants for insect pests. *Topics:* Correspondence; analytical charts and documents; synthetic methods; analytical methods; labelled molecules; insect sex pheromones; chemical taxonomy; chromatographic methods; spectroscopy.

NRC/PBI-580 *Formerly Identified as:* NRC-PBI-50
Plant Cell Technology
Description: Information on cell processes in higher plants. *Topics:* Correspondence; production and manipulation of cell cultures; freeze-drying of plant tissues; regeneration of whole plants; fusion of cells; germplasm storage; hybridization; metabolism of cell cultures; and others.

NRC/PBI-585 *Formerly Identified as:* NRC-PBI-60
Plant Molecular Genetics
Description: Information on genetic-encoding molecules, on genomes, genes and gene traits; alteration and synthesis of gene fragments; vectors. *Topics:* Correspondence, charts and documents, methods, laboratory documents; contract documents.

NRC/TTR-590 *Formerly Identified as:* NRC-DBR-10
Director's Office
Description: Documents on the operation of the individual sections, advisory bodies, research and development studies and seminar or workshop information. *Topics:* The American Society for Testing and Materials; International Standards Organizations; CIB; Construction Industry Development Council; minutes of the Board of Directors; NRC five-year plan; sectional program and budget submissions; divisional annual reports; proceedings of council; research and development for engineering in cold regions; divisional planning committee notes; and Canada Mortgage and Housing Corporation — Division of Building Research reports.

NRC/TTR-595 *Formerly Identified as:* NRC-DBR-20
Administration
Description: Personnel data on all members of staff, financial reports, purchasing documents, travel authorizations and correspondence and documents on the shops and building up-keep.

NRC/TTR-600 *Formerly Identified as:* NRC-DBR-30
Building Materials
Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, paints, plastics, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. *Topics:* The performance of clear and pigmented coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of organic building materials; performance of concretes as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of organic building materials; durability of cover and absorber materials for solar collectors; physics of coating formation and adhesion, and the durability of structural clay products.

NRC/TTR-605 *Formerly Identified as:* NRC-DBR-40
Building Performance
Description: Information on the design and construction process and the observation and analysis of the operation, use and performance of actual buildings. *Topics:* Movement of people in buildings; occupancy classification and standards; development of building details; metric conversion for building design; user problems and activities; study of building-use information in the design process; occupant behaviour and buildin, emergencies; development of design aids; and thermal upgrading of houses.

NRC/TTR-610 *Formerly Identified as:* NRC-DBR-50
Building Structures
Description: Information on the introduction of "limit states design" into Canadian structural codes and standards and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. *Topics:* Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; snow loads on roofs; wind effects on buildings and structures; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others.

NRC/TTR-615 *Formerly Identified as:* NRC-DBR-60
Codes and Standards
Description: Information on topics related to the operation of the Codes Technical Section, the Codes Secretarial Service and the Editorial, Translation, Distribution and Records Units. *Topics:* Technical information and advice to code committees; code requirements for committee consideration; replies to code enquiries and requests for interpretation; seminars and conferences on the NBC and NFC; the continuing review of the code documents in the light of developments in building design and technology to determine the areas that may require expanding or updating to keep them current; technical studies to provide information needed in preparing new or improved code requirements.

NRC/TTR-620 *Formerly Identified as:* NO REFERENCE
Building Services (New)
Description: Information on the evaluation of the thermal characteristics and performance of materials, components and systems leading to standards, product development and proper design. *Topics:* Energy calculations; energy auditing; lighting practice; efficient lighting energy use; smoke control in tall buildings; test methods and standards for active solar heating; passive solar heating; ventilation and air movement in buildings; thermal and hygric properties of meterials, hermetically sealed multiple glazing; thermal performance of walls and ceilings; thermal performance of windows; airtightness of walls; advance technology in the building industry.

NRC/TTR-625 *Formerly Identified as:* NRC-DBR-90
Fire Research
Description: Correspondence and laboratory data on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, and the influence of fire risks on the overall design of buildings. *Topics:* Thermal decomposition of polymers; behaviour of building components in fire; evaluation of fire behaviour of plastic components; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; development of fire; combustion of organic materials; toxicity of combustion products; fire resistance safety factors; restraint and fire severity; and commercial test reports.

NRC/TTR-630 *Formerly Identified as:* NRC-DBR-100
Geotechnical Section
Description: Information on mineral soils, rock, permafrost, snow and ice, manuals on engineering practice, codes and standards. *Topics:* Deformation and stresses in soils; soil strength and rapid failures; deep foundations and excavations; regional soil conditions; frost action in soils; permafrost distribution and environmental studies; structures in permafrost; deformation and failure of fresh water ice; ice engineering; avalanche engineering; deformation and strength of

frozen and thawing soils; ground thermal regime; frost heavy studies in northern regions; tunnelling and underground construction; physico-mechanical processes in frozen soils; rheology and strength of saline ice; avalanche hazard evaluation; and ground heat storage.

NRC/TTR-635 *Formerly Identified as:* NRC-DBR-110

Instrumentation

Description: Information on the division's calibration and standards facility, the instrument pool for loans, the maintenance and repair shop and the co-ordination and advisory services provided to the division.

NRC/TTR-640 *Formerly Identified as:* NRC-DBR-120

Noise and Vibration

Description: Information on field measurements of the sound absorption and transmission properties of buildings and building elements and research in vibration related to experimental studies of the response of actual structures under dynamic excitations, such as those provided by wind and road traffic. *Topics:* Development of impact test for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; outdoor noise propagation; reverberation room acoustics; vibration problems in buildings; earthquake engineering; and commercial test reports.

NRC/TTR-645 *Formerly Identified as:* NRC-DBR-130

Regional Stations

Description: Correspondence and material on technical enquiries, lectures and seminars; information on the study of building materials and systems in real service or controlled laboratory environments at the Prairie Regional Station. *Topics:* Atlantic Station, Halifax — masonry studies in Atlantic Canada; technical enquiries; National Building Code; National Fire Code; field study reports. Prairie Station, Saskatoon — behaviour of flat roofing systems and components; shallow foundations on active subsoils; concrete in soils of high sulphate content; compression characteristics of glacial deposits in Western Canada; condensation in buildings; heat and moisture balance in buildings. B.C. Station, Vancouver — technical enquiries, National and Fire Codes; field study reports.

NRC/TTR-650 *Formerly Identified as:* NRC-DBR-140

Technical Information

Description: Information on the activities of the Divisional Library, the Publications Unit, the Graphics Unit and the Technical Information Unit. *Topics:* Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; abstracts, digests; Research News; Housing Notes; Canadian Building Series; Manual on Metric Building Drawing Practice; requests for information; preparation of publications and reports.

NRC/TTR-655 *Formerly Identified as:* NRC-DBR-160

UFFI Unit

Description: These records and laboratory notebooks contain information on the chemical analysis of the foam, products used in its manufacture and those that evolved during its decomposition; the development of technique for monitoring the movement of these products within the building envelope; and other aspects related to the product. *Topics:* UFFI field investigations, development of remedial measures for homeowners, institutions and commercial establishments, materials, properties and emissions, development of tests to screen sample quality, field measurements of UFFI gases and particles, techniques for measuring formaldehyde and other gases in air, techniques for measuring particulate materials in air, and retrieval and dissemination of technical information related to UFFI.

NRC/TTR-660 *Formerly Identified as:* NRC-CISTI-10

Administration

Description: Correspondence and documents on the operation of the institute such as project planning and reports; program forecasts, agreements, finance. *Topics:* Administration (policy, general correspondence, enquiries, administration and operation, lectures and talks, seminars and colloquia, reference privileges, training program, interlibrary delivery systems); CISTI operations; translation services; equipment and supplies.

NRC/TTR-665 *Formerly Identified as:* NRC-CISTI-20

Acquisitions

Description: Records contain information related to acquiring publications for the CISTI library collection by purchase orders or exchange agreements — correspondence, invoices, payment records, processing services.

NRC/TTR-670 *Formerly Identified as:* NRC-CISTI-30

Branch Libraries

Description: Information on the internal operations of the branch library service to the NRC and to services extended to external organizations. *Topics:* Libraries (by name) — Administration, Aeronautical and Mechanical Engineering, Chemistry, Physics, Electrical Engineering, Building Research, Sussex Drive, Industrial Materials Research Institute, Dominion Astrophysical, Victoria, B.C., Dominion Radio Astrophysical, Penticton, B.C., Energy and Uplands Branches, Ottawa, Ont, Atlantic Research Branch, Halifax, N.S., Marine Dynamics Branch, St. John's, Nfld., Plant Biotechnology Branch, Saskatoon, Sask., Biotechnology Branch, Montréal, Qué.

NRC/TTR-675 *Formerly Identified as:* NRC-CISTI-40

Cataloguing

Description: Information on library automation systems, library computer applications, cataloguing rules, procedures and standards. *Topics:* CISTI Operations — (policy; general; correspondence; Dortmunder Bibliotheksystem (DOBIS).

NRC/TTR-680 *Formerly Identified as:* NRC-CISTI-50

Loans, Photocopies and Translations

Description: Correspondence and documents on the provision of loan and photocopy services outside the NRC and information on the availability of translations from foreign languages. *Topics:* Information Services — policy, correspondence, loan of CISTI books to outsiders, photocopy service, microfiche copies of technical reports.

NRC/TTR-685 *Formerly Identified as:* NRC-CISTI-60

Health Sciences Resource Centre

Description: General correspondence on the centre's library services, resources and the publications it produces. *Topics:* Policy; Health Science Serials on Order; Issue of Conference Proceedings in the Health Sciences; Advisory Committee to the Health Sciences Resource Centre; Survey Directory of Health Science Libraries in Canada; Canadian locations of journals indexed for Medline.

NRC/TTR-690 *Formerly Identified as:* NRC-CISTI-70

Information Services

Description: Correspondence with tape and database suppliers, and with clients on details of services available, payment procedures, etc.; also information on the marketing of CISTI services in Canada, the CAN/OLE, the CAN/SDI, and the Information Exchange Centre. *Topics:* Chemical Abstracts Services; Institute of Scientific Information; publications; CAN/SDI tape services; Information Exchange Centre; Reference Department; Knowledge Source Index; bibliographic databases.

NRC/TTR-695 *Formerly Identified as:* NRC-CISTI-80
Publications
Description: Information on the preparation, production and ordering of CISTI publications.

NRC/TTR-700 *Formerly Identified as:* NRC-CISTI-90
Scientific Numeric Databases
Description: On-line retrieval service of scientific numeric data, tape lease for private use. *Topics:* Infrared spectral data; crystallographic data; thermochemical data; and others.

NRC/TTR-705 *Formerly Identified as:* NRC-IDO-10
Industrial Development
Description: Information on program policy, cost-benefit reviews, industrial surveys, project proposals, program promotion, committee minutes, policy proposals and evaluations and program planning. *Topics:* Finance; projects; industry; provincial research councils; committees.

NRC/TTR-710 *Formerly Identified as:* NRC-IDO-20
Industrial Research Assistance Program (IRAP)
Description: Minutes of meetings, agendas, membership of CIRA committee, terms of reference for committee, policy and practices of committee, research proposals, research projects, company annual reports, project manager visit reports, liaison officer reports, financial disbursements and general administrative documentation. *Topics:* Administration; finance; projects for IRAP grants; invoices for IRAP projects; professional and trade associations; committees; industrial research institutes; provincial research councils; Mini-IRAP Program; Scientific and Technical Employment Program (STEP); Scientific and Technical Employment Program Extension (STEPEX); New Technology Employment Program (NTEP); Technical Co-operation Program.

NRC/TTR-715 *Formerly Identified as:* NRC-IDO-30
Industry Policy Analysis
Description: Information on the administration and operations of the office, visits to and from outside organizations, lectures and talks, seminars given by industry, enquiries, program analyses, policy papers, long-range plans and long-range plan themes, correspondence and working papers regarding new proposals and study projects.

NRC/TTR-720 *Formerly Identified as:* NRC-IDO-40
Program for Industry/Laboratory Projects (PILP)
Description: Working papers, proposals, contract information, reports on visits, forecasts and estimates, budget information, Procurement Review Committee applications and conclusions, licences, correspondence and divisional review forms on unsolicited proposals and information on PILP projects and various fields of technology. *Topics:* Policy, general correspondence, administration and operation of program, enquiries, visits, lectures, licensing policy; finance; committees; company information; fields of technology; projects; Employment and Immigration Canada; co-operative projects with industry; unsolicited proposals.

NRC/TTR-725 *Formerly Identified as:* NRC-IDO-50
Central Advisory Service
Description: Replies to enquiries from the manufacturing industry in the areas of chemistry, physics, engineering, electronics, metallurgy, elastomers (plastics and rubbers), the food sciences and environmental sciences; and on industrial engineering topics such as plant layout, productivity, materials handling, quality control, low-cost automation, production and inventory control and similar topics associated with manufacturing technology.

NRC/TTR-730 *Formerly Identified as:* NRC-IDO-60
Field Advisory Service
Description: Information on the assistance and advice provided to industrial clients in the areas of chemistry, physics, biology, mechanical-chemical-electrical-electronic engineering, plastics, rubbers, environmental matters, metallurgy, food technology and various industrial engineering topics such as plant layout, product quality, production and cost-control, value analysis, and other matters associated with production operations.

NRC/TTR-735 *Formerly Identified as:* NRC-RJ-10
Research Journals
Description: Information on the publication of Canadian research journals. *Topics:* Administration; space and accommodation; authority and policy on publications; general correspondence; advisory committees; typesetting, printing and distribution services; translation of abstracts; continuing agreements; abstracting of publications; Canadian journals of research committees; and manuscripts for publication in Canadian journals of research.

NRC/FIN-740 *Formerly Identified as:* NRC-CC-10
Computation Centre
Description: Information on the operation of the Centre. *Topics:* Computation Centre administration requirements, equipment and committees, correspondence; enquiries; services and service agreements; program forecasts; travel; lectures and technical presentations; seminars; National Library System planning; computing needs; computer maintenance; equipment; future planning.

NRC/PAS-745 *Formerly Identified as:* NRC-RPSO-10
Administration
Description: Correspondence, memoranda and contracts related to the general administration and operation of the National Research Council, including enquiries made or answered. *Topics:* Administration, contracts, finances, status reports on contracted research and development, committee minutes, technical information and evaluations.

NRC/GEN-750 *Formerly Identified as:* NRC-GENUSE-10
General-Use Series
Description: Information on the organization of international conferences; memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the *Canadian Human Rights Act*, status of women, access to information and privacy, Affirmative Action. *Topics:* Associations, clubs, societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; Status of Women; *Canadian Human Rights Act; Access to Information and Privacy Acts*, affirmative action; Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements.

Deleted Classes of Records

Except for NRC-IMT-10, the following classes of records have been deleted as a result of reorganization within the National Research Council. The information contained in them can now be found in other classes of records (see Subject Index). In the case of NRC-IMT-10, the government decided not to proceed with the establishment of the Institute for Manufacturing Technology.

NRC-ARL-40 Physical Analysis
NRC-ARL-80 Instrumentation
NRC-ARL-100 Coal and Peat

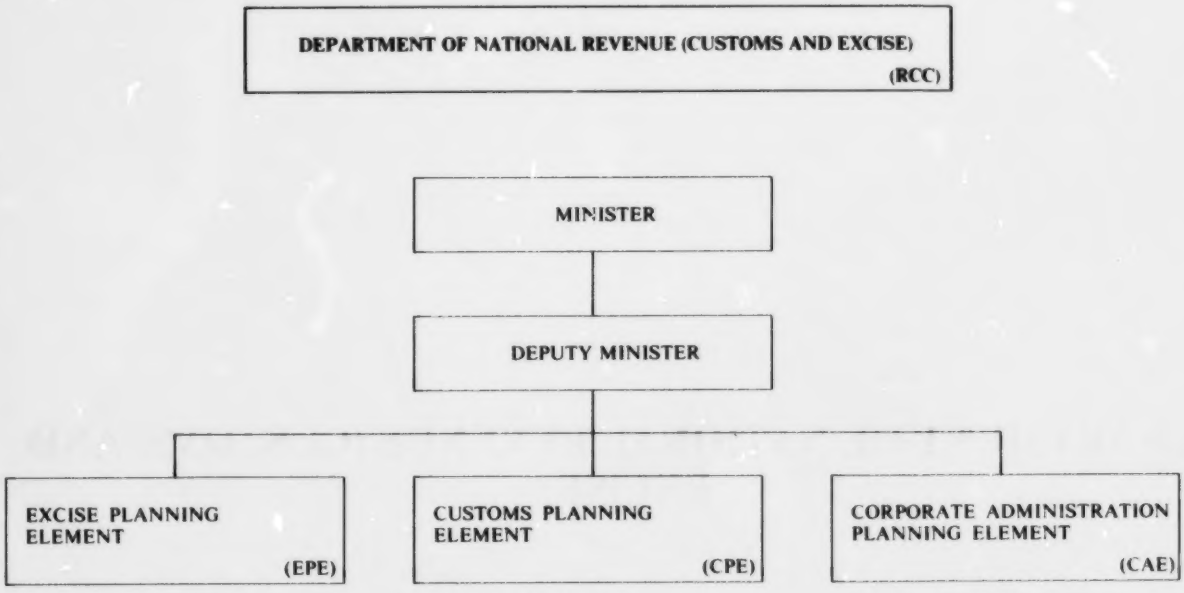
NATIONAL RESEARCH COUNCIL OF CANADA

NRC-CC-20 Computer Technology Research
NRC-DBR-70 Energy Conservation Research and Development
NRC-DBR-80 Energy and Services
NRC-DBR-150 Thermal Performance
NRC-IDO-70 Technology Awareness
NRC-IMT-10 Administration
NRC-PBI-60 Biomedical Engineering

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

Chapter 69

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)



005 Interpretation Casework
010 National Uniformity
015 Fair Price and Values Surveys
020 Field Development
025 Licensing
030 Information Preparation
035 Rulings
040 Excise Collections
045 Excise Audit
050 Refund Claims — Excise Gasoline Tax
055 Rebate Claims — Fuel Tax Rebate
060 Sales Tax Bulk Permits — Fuel Tax Rebate
065 Registered Vendor's Certificates — Fuel Tax Rebate
070 Investigations — Special Bureau
075 Excise Duty
080 Legislation
085 Regulations and Remissions
090 Tax Strategy — Appeals and Adjudications
095 Excise Planning
100 Excise Secretariat
105 Performance Measurement Systems
110 Collections (Regional)
115 Duty (Regional)
120 Tax Interpretations (Regional)
125 Audit (Regional)
130 Licensing (Regional)

FIELD OPERATIONS

135 Regional Field Operations
140 Regional Drawbacks, Refunds and Remissions
145 Regional Tariff Programs and Appraisal
150 Audits and Investigations
155 Customs Intelligence Data
160 Resource Analysis, Planning and Administration
165 Field Liaison

CUSTOMS PROGRAMS

170 Rulings and Appeals
175 Made in Canada
180 Rules of Origin
185 Tariffs
190 Remissions
195 Drawbacks and Refunds
200 Industrial Incentive Program Audit
205 Tariff Relief
210 Anti-Dumping Investigations
215 Valuation Investigations
220 Countervail
225 Appeals
230 Enforcement
235 Central Index

(continued)

410 Planning Analysis
415 Planning Co-ordination
420 Tax and Non-Tax Revenue
425 Analytical/Advisory Service
430 Administration
435 Audit and Evaluation
440 Access, Privacy and Human Rights
445 International Representation

CUSTOMS PROGRAMS (continued)

240 Policy and Systems
245 Foreign Offices
250 Seizure Adjudication
255 Collections and Accounts
260 Carrier Control
265 Cargo Control
270 Warehouse Control
275 Duty-Free Shops Program
280 Passenger Entry Processing and Tariff Programs
285 Passenger Enforcement
290 Air Passenger
295 Postal Policies, Procedures and Automated Systems
300 Enforcement Devices and Techniques
305 Courier Systems and Procedures
310 Mechanized Systems Development
315 CEPACS Implementation
320 Automated Systems — Testing
325 Automated Systems — Development and Maintenance
330 Entry and Amendment Systems
335 Release Systems
340 Operational Services
345 General
350 Alert System
355 Conditional Release
360 Data Capture
365 Commercial Verification
370 Commercial Enforcement
375 Legislative Affairs
380 Harmonized Commodity Description and Coding System
390 Planning and Programming
395 Monitoring, Control and Administrative Services
400 Management Analysis and Review
405 Management Systems Development

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
REVENUE CANADA
(CUSTOMS AND EXCISE)
7th FLOOR, CONNAUGHT
BUILDING
MACKENZIE AVENUE
OTTAWA, ONTARIO
K1A 0L5

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE)

Background

The Customs and Excise division of the Department of National Revenue collects revenue on both imported and domestic goods and controls the movement of international travellers and product shipments of every description. Collections in 1984-85 amounted to approximately $18 billion.

Laws and Regulations

- Customs Act
- Customs Tariff Act
- Special Import Measures Act
- Excise Act
- Excise Tax Act
- Customs and Excise Offshore Application Act

Overall Responsibilities

Customs is concerned primarily with the control of people and goods across Canada's international boundaries, which comprise not only 114 crossings on our 8,893-km frontier with the United States, but also 17 international airports and 176 other locations in Canada where Customs service is provided. The other main function of Customs is collecting revenue, mainly import duties and taxes, through the administration of the *Customs Act, Customs Tariff Act, Special Import Measures Act* and 61 other Acts of Parliament that touch on matters as varied as illicit narcotics and firearms, animal diseases, and fisheries protection.

Excise administers the *Excise Act* and *Excise Tax Act* and is primarily concerned with the licensing of manufacturers and wholesalers; collection of sales and excise taxes on domestic and imported goods; collection of taxes on energy products, mainly petroleum and natural gas, on behalf of the Department of Energy, Mines and Resources; regulatory control of breweries and distilleries; and collection of excise duties on spirits, beer and tobacco.

The Customs and Excise *Offshore Application Act* extends Customs and Excise jurisdiction beyond 12 nautical miles to the outer edge of the continental shelf or to 200 nautical miles, whichever is greater. Its impact is limited to the offshore, non-living, natural resource industries. All equipment, ships, drilling vessels, etc. operating in the defined area are now subject to Canadian Customs and Excise laws and regulations. Canadian manufacturers and suppliers to the offshore drilling rigs and related industries now have the same tariff and other protection as exists on the mainland.

Key Contacts

- General Enquiries (613) 993-6220
- Media Relations (613) 993-6220
- Library and Reading Room (613) 995-0007
- Access to Information and Privacy Co-ordinator (613) 993-5102
- Legal Counsel (613) 996-9754

General Information

Requests for news releases and general information on departmental policies, programs and activities, including publications (annual reports), should be directed to

Director
Public Relations Branch
Customs and Excise
Ottawa, Ontario
K1A 0L5
Telephone: (613) 993-6220

Information Services

Customs and Excise recognizes that Canadians can comply with the law only when they know what is expected of them. For this reason, the department provides information and assistance to Canadians in several ways. The most convenient point of contact is one of the approximately 600 Customs and/or Excise offices throughout Canada, from St. John's, Newfoundland, to Victoria, British Columbia, and from Tuktoyaktuk, Northwest Territories, our most northern office, to Pelee Island, Ontario, our most southern office location. Local, district and regional Customs and Excise offices provide assistance and answer questions relating to Customs and Excise matters, in person, by telephone and by correspondence.

Major Publications

The following is a list of publications available free of charge from Customs and Excise offices or from our Public Relations Branch:

- Customs and Excise Organization Guide
- Did You Know That? — some statistics concerning Canada Customs
- Entering Canada to Study or to Work
- Exporting Goods to Canada by Mail
- For Exporters Mailing Goods to Canada
- I Declare — summarizes duty-free exemptions, customs reporting requirements and federal controls on certain goods
- Importing a Motor Vehicle into Canada
- Importing Goods into Canada?
- Thinking about Importing? What you should know
- Moving back to Canada
- Seasonal Residents
- Settling in Canada
- Value for Duty

Films and Video Cassettes

The following film and video cassettes are available on loan from our Public Relations Branch:

- A Convention in Canada — initiatives to facilitate holding a convention in Canada (video cassette)
- Customs and You — the role of Canada Customs (available on 16-mm film; also available on video cassette for the hearing impaired)

Other Publications

The quarterly newsletter: Excise News, provides up-to-date announcements about Excise policy and legislative changes, advertises other more specialized Excise publications available to the public, and lists all new Excise rulings. Copies of individual rulings are available on request from

Excise Technical Support
National Revenue, Customs and Excise
Ottawa, Ontario
K1A 0L5

Excise rulings are also available directly by way of computer terminal from the RISE (Rulings Information System Excise) database, maintained by Quick/Law Systems Limited.

Those wishing to access RISE directly should contact Quick/Law Systems Limited to obtain an account number and access code. Their offices are located at the following addresses:

Head Office
797 Princess Street, 2nd Floor
Kingston, Ontario
K7L 1G1
Telephone: (613) 549-4611

2021 Brunswick Street, Suite 430
Halifax, Nova Scotia
B3K 2Y5
Telephone: (902) 429-3725

205 Tower B
Place de Ville
112 Kent Street
Ottawa, Ontario
K1P 5P2
Telephone: (613) 238-3499

411 Richmond Street East, Suite 101
Toronto, Ontario
M5C 1E5
Telephone: (416) 862-7656

2160 Bow Valley Square IV
250 — 6th Avenue, South West
Calgary, Alberta
T2P 3H7
Telephone: (403) 262-6505

9th Floor, The Marine Building
355 Burrard Street
Vancouver, British Columbia
V6C 2G8
Telephone: (604) 684-1462

Access Procedures

All formal requests for access to information under the *Access to Information Act* should be made on the prescribed form and forwarded to

Co-ordinator, Access to Information and Privacy
Revenue Canada, Customs and Excise
7th Floor, Connaught Building
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5
Telephone: (613) 993-5102

Access to information requests and general information enquiries may be directed to any of the regional co-ordinators.

The ‡ beside regional co-ordinators denotes the location of the regional public reading rooms. Enquiries concerning the information available in the reading rooms may be directed to any of the regional access co-ordinators.

Regional Co-ordinators (Excise)

Atlantic

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Suite 200, 6169 Quinpool Road
P.O. Box 1658
Halifax, Nova Scotia
B3J 2Z8
Telephone: (902) 426-8474 or 2121

Québec

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
7th Floor
410 East, Charest Boulevard
P.O. 2117
Québec, Québec
G1K 7M9
Telephone: (418) 694-4614

Montréal

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
7th Floor, 400 Youville Square
P.O. 6092, Station A
Montréal, Québec
H3C 3H3
Telephone: (514) 283-8301

Ottawa

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
360 Coventry Road
P.O. Box 8257
Ottawa, Ontario
K1G 3H7
Telephone: (613) 993-0040

Toronto

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
4th Floor
25 St. Clair Avenue East
P.O. Box 100, Station Q
Toronto, Ontario
M4T 2L7
Telephone: (416) 362-8365

London

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
3rd Floor, Dominion Public Building
457 Richmond Street
P.O. Box 5548
London, Ontario
N6A 4R3
Telephone: (519) 679-4145

Winnipeg

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
4th Floor, 391 York Avenue
P.O. Box 1022
Winnipeg, Manitoba
R3C 2W2
Telephone: (204) 949-5502

Calgary

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Room 470, Harry Hays Building
220-4th Avenue, S.E.
Calgary, Alberta
T2P 3B7
Telephone: (403) 231-5684

Pacific

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
460 Nanaimo Street
P.O. Box 69090, Station K
Vancouver, British Columbia
V5K 4X2
Telephone: (604) 666-3119

Regional Co-ordinators (Customs)

Atlantic

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Halifax South Postal Station
6169 Quinpool Road
P.O. Box 3080
Halifax, Nova Scotia
B3J 3G6
Telephone: (902) 426-8594

Québec

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
130 Dalhousie Street
P.O. Box 2267
Québec, Québec
G1K 7P6
Telephone: (418) 694-7229

Montréal

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
6th Floor
105 McGill Street
Montréal, Québec
H2Y 2E7
Telephone: (514) 283-7721

Ottawa

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
360 Coventry Road
P.O. Box 8257
Ottawa, Ontario
K1K 2C6
Telephone: (613) 993-0040

Toronto

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
9th Floor, Manulife Centre
55 Bloor Street West
P.O. Box 10, Station A
Toronto, Ontario
M5W 1A3
Telephone: (416) 362-8190

Hamilton

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
10 John Street South
P.O. Box 989
Hamilton, Ontario
L8N 3V8
Telephone: (416) 525-2815

London

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
451 Talbot Street
P.O. Box 5940, Terminal A
London, Ontario
N6A 4T9
Telephone: (519) 679-4132

Windsor

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
185 Ouelette Avenue
Windsor, Ontario
N9A 4H8
Telephone: (519) 254-9202

Winnipeg

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B3
Telephone: (204) 949-3772

Saskatchewan

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
204 Towne Square
1919 Rose Street
Regina, Saskatchewan
S4P 3P1
Telephone: (306) 359-6498

Alberta

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Room 730, 220-4th Avenue, S.E.
Box 2910, Station M
Calgary, Alberta
T2P 2M7
Telephone: (403) 231-4615

Pacific

‡ Regional Access Co-ordinator
Revenue Canada, Customs and Excise
1001 West Pender Street
Vancouver, British Columbia
V6E 2M8
Telephone: (604) 666-0457

Public Reading Rooms

In addition to the above, there are departmental reading rooms at the following locations. For further information, contact the managing officer.

Customs Excise Library
2nd Floor, Connaught Building
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5

Provincial Manager
Revenue Canada, Customs and Excise
Sir Humphrey Gilbert Building
165 Duckworth Street
P.O. Box 6086
St. John's, Newfoundland
A1C 5X8

Superintendent
Revenue Canada, Customs and Excise
Federal Building
97 Queen Street
P.O. Box 1266
Charlottetown, Prince Edward Island
C1A 7M8

Area Manager
Revenue Canada, Customs and Excise
189 Prince William Street
St. John, New Brunswick
E2L 4G3

Manager for Northern Alberta Operations
Revenue Canada, Customs and Excise
Room 312
10709 Jasper Avenue
Edmonton, Alberta
T5J 3N3

Area Manager
Revenue Canada, Customs and Excise
Room 107, 816 Government Street
Victoria, British Columbia
V8W 1X1

Program Overview

The general mandate of the Department is established by the *Department of National Revenue Act*, which sets out a single program concerned principally with commodity taxation. As such, it is managed as a single program for greater organizational and financial efficiency and effectiveness. The Department's program is separated into three planning elements — Excise, Customs and Corporate Administration.

The **Excise Planning Element** is made up of six planning sub-elements: tax information; revenue collections; verification and enforcement; excise duty; policy and systems; and program management and support.

The **Customs Planning Element** is made up of five planning sub-elements: port operations; regional appraisals and adjustments; interpretative policy determinations and appeals; program development and systems maintenance; and program management and support.

The **Corporate Administration Planning Element** is comprised of activities related to corporate management, personnel administration, audit and evaluation, public relations, and the deputy minister's secretariat.

EXCISE PLANNING ELEMENT

Excise Branch

This branch is responsible for the licensing of firms required to pay sales and excise taxes, air transportation tax, natural gas and gas liquids tax, and telecommunications programming services tax and excise duties; the supervision and control of the manufacture of products subject to excise duties (e.g., beer, liquor, cigarettes) or where excisable goods are used in the manufacture of products (e.g., cosmetics); the determination of the classification and value of goods for establishing tax liability; the assessment and collection of sales and excise taxes, air transportation tax, natural gas and gas liquids tax, and telecommunications programming services tax and excise duties; the audit of books and records of firms licensed under the *Excise Act* and the *Excise Tax Act* and providing general direction to nine Regional Excise Offices.

Excise Regional Operations

The nine regional Excise offices provide direct local contact for the public and the business communities with the Department; enforce legislation in the areas of assessment, collection, and refund of all excise and sales taxes and duties; provide interpretation of rulings; perform licensee identification and investigations; conduct audits; and collect all monies owing. A regional office comprises the following five sub-planning elements; tax information; revenue collections, verification and enforcement; excise duty; and program management and support.

Tax Information Sub-Element

This sub-element reviews licence applications; conducts licence investigations; issues and cancels licences; establishes administrative procedures for new licensees; determines and disseminates to taxpayers the Departments's interpretation related to the classification and value for tax of goods, either by responding to individual requests or through general information bulletins.

Manuals

- Tax Interpretations Procedures Manual

Revenue Collections Sub-Element

This sub-element processes tax returns; receives, deposits and accounts for revenue; administers penalties for late payment; pursues delinguent taxpayers to obtain outstanding returns and/or payment; and deposits monies in a central government account.

Manuals

- Excise Collections Policy and Procedures Manual

Verification and Enforcement Sub-Element

This sub-element conducts audits and verification activities to verify correct determination of taxes; verifies claims for refunds related to the *Excise Act* and the *Excise Tax Act*, including the Gasoline Excise Tax Refund Regulations; and requisitions refund cheques.

Manuals

- Audit Manual
- Excise Gasoline Tax Refunds Procedures Manual

Excise Duty Sub-Element

This sub-element conducts audits and verification activities to verify correct determination of duties; and engages in monitoring and verification of operations in distilleries, breweries and tobacco manufacturers.

Manuals

- Excise Duty Policy and Procedures Manual

Policy and Systems Sub-Element

This sub-element interprets applicable legislative provisions and develops programs, systems, and policies with respect to excise tax administration in general, and reviews and advises on issues related to litigation.

Program Management and Support Sub-Element

This sub-element provides executive direction and general administrative support to the planning element.

CUSTOMS PLANNING ELEMENT

Customs is primarily concerned with exercising control over the movement of people, goods and conveyances crossing Canada's border. It is made up of five planning sub-elements: port operations; regional appraisals and adjustments; interpretative policy determinations and appeals; program development and systems maintenance; and program management and support.

The various sub-elements fall under the purview of either, or both, Field Operations Branch and Customs Programs Branch. Field Operations is responsible for two sub-elements: port operations and regional appraisals and adjustments. Customs Programs is also responsible for two sub-elements: interpretative policy determination and appeals, and for program development and systems maintenance. The fifth sub-element, program management support, is shared by both Field Operations and Customs Programs.

Field Operations Branch

This branch is responsible for operating the systems and procedures relating to the assessment and collection of import duties and taxes, and the examination and release of goods, persons and vehicles entering Canada. It is divided into twelve regions, each with its own headquarters headed by a regional collector.

Port Operations Sub-Element

The objective of this component is to administer all relevant legislative and administrative requirements related to the international movement of people, goods and conveyances at the point and time of entry or exit, including the classification of all goods; the assessment, collection and control of related customs duties, taxes and other levies; the application of relevant provisions of statutes and regulations on behalf of other departments and agencies and referral to them as appropriate; the collection of import, export and international movement data; and the prohibition of entry or exit as appropriate.

Regional Appraisal and Adjustment Sub-Element

The objective of this component is to ensure, subsequent to preliminary appraisal of goods, that legislative and administrative requirements relevant to importations have been satisfied through reviews, rulings and appeals; to administer the tariff relief provisions of the Customs Tariff, Orders-in-Council and all relevant regulations; to investigate and, when warranted, recommend or undertake prosecution regarding cases of non-compliance with statutes and regulations administered by Customs.

Customs Regional Operations

Through varying numbers of ports, outports, reporting stations and enforcement officers, the regions implement the various programs developed to control international movement of people, goods and conveyances. They also provide a direct and convenient local contact for the public and business communities in providing the full range of customs services. Regional offices are located in Halifax, Quebec City, Montreal, Ottawa, Toronto, Hamilton, London, Windsor, Winnipeg, Regina, Calgary and Vancouver.

Customs Headquarters Operations

This component of the Field Operations Branch is located in Ottawa and is responsible for providing co-ordination and liaison between the Customs Programs and Field Operations branches; providing advice to the Assistant Deputy Minister, Field Operations, on the use of field resources, and assessing the impact of new programs on these resources; co-ordinating the specialized intelligence and investigation activities to ensure compliance with Customs and Excise and related laws, governing the international movement of people, goods and conveyances.

Investigations Division

The Investigations Division is responsible for the direction of a program of audits and investigations of importer and transportation company activities for compliance, in order to ensure conformity with or to discover violations or fraudulent activities against the laws, acts or regulations administered or enforced by Customs and Excise in respect of goods imported into, or exported from Canada; the provision of the investigative capability to act upon information, regarding alleged or known infractions, obtained from various operational sources.

Program Management and Support Sub-Element

The objective of this component is to provide management direction, planning co-ordination and central administrative services to all of the components of the Customs Planning Element. This planning element is a responsibility of both Field Operations Headquarters and Customs Programs.

Inspection and Interdiction Division

The Inspection and Interdiction Division provides a support service to the Assistant Deputy Minister, Field Operations, regional line management, and Customs officers by directing the operation of the integrated intelligence system for Customs. This is accomplished through co-operation with Customs agencies of foreign countries and other international organizations and with domestic law enforcement agencies at the federal, provincial and municipal level. This information is supportive of the department's ability to isolate patterns and trends on known or suspected Customs violations and violators. This information is primarily used to notify Customs Offices of those likely to circumvent the Acts and regulations the department administers. It includes information on individuals and companies who are suspected of or who have committed previous infractions, and general information profiling high-risk commodities and methods of operation.

Manuals

- Intelligence Officers' Manual
- Intelligence Officers' Training Manual (Basic Course)
- Automated Intelligence Customs Service — Reference Manual

Operational Support Division

The Operational Support Division is responsible for the analysis and evaluation of the efficiency, effectiveness and responsiveness of field resource utilization; developing and managing a comprehensive information system on all aspects of the execution of the programs of Customs; administration of the Customs Uniform and Capital Construction Programs; interpretation of overdue accounts-receivable policy and controlling its application at the regional level; and provision of planning and resource analysis for the Field Operations Branch and administrative services for its headquarters component.

Field Liaison Division

The Field Liaison Division is responsible for the provision of support services to the Assistant Deputy Minister, Field Operations, and to regional line management in order to promote consistency of operational activities in the field, to provide for field input into policy and procedural development, and to serve as a catalyst for resolution of operational problems. Consults with all other branches to resolve

operational problems and provides assistance in implementing new programs, reviewing audit observations, and monitoring field activities.

Customs Programs Branch

Customs Programs is responsible for maintaining and controlling administrative programs and operational systems pertaining to the international movement of people, goods and conveyances; and enforcing the regulations of other departments and agencies as they pertain to such movement. It is divided into six major divisions: Tariff Programs, Assessment Programs, Adjudications, Operational Policy and Systems Development, Program Development, and Management Systems and Services.

Tariff Programs Division

This division is responsible for the development of national policies, systems and procedures concerning tariff classification, tariff status and tariff relief. This includes administrative policy, systems and procedures on the tariff itself, individual tariff items (except returning Canadians and settlers), the Made-in-Canada system, the end-use system, prohibited importations (except firearms), the refunds system, drawbacks and remissions. Legislation administered includes the Customs tariff (except the provision for subsidized goods and surtax) and Schedules A, B and C thereto, the appeal provisions of the *Customs Act*, other provisions of the *Customs Act* relating to drawbacks, and many standing and special Orders-in-Council relating to the remission of duty or exemption from prohibition on imported goods, particularly, the Machinery Remission program, the Auto-Pact, Temporary Entry, Inward Processing, Canadian Goods Abroad Remission Order, Articles for Special Use Remission Order, Obsolete or Surplus Goods Remission Order, Goods Not as Ordered Remission Order.

The division is also responsible for administrative policy, systems and procedures in respect of the appeal provisions in the *Customs Act* and for the processing and settlement of appeals in respect to tariff classification, tariff status and tariff relief matters.

It is divided into five directorates: Tariff Policy and Systems Development; Primary Industries, Industrial and Consumer Goods, Machinery and Transportation; and Prohibited Importations and Administrative Services.

Manuals

- Departmental Consolidation of the Customs Tariff
- Drawback Officers Manual
- Refunds Manual

Tariff Policy and Systems Development Directorate

This directorate is responsible for the development of national administrative policies and systems concerning tariff classification, tariff status, drawbacks, refunds and remissions issues. The directorate consists of a Policy Review and Systems Unit with policy specialists in the primary functions of tariff classification, tariff status and appeals, and drawbacks, refunds and remissions. The directorate is responsible for staffing the position of Secretary to the Interdepartmental Remission Committee and providing representation on this committee for the Department of National Revenue. Examples of major activities with national implications carried out in this directorate include performing an independent policy review function when departmental decisions or tariff policy is challenged; co-ordinating divisional input and representation at interdepartmental or international forums; developing policies, systems and procedures to ensure effective application of end-use tariffs and developing complex or major policies which cross industry-sector boundaries; liaising with and co-ordinating reports, returns, documents, etc. for all inter- and intra-departmental contacts, e.g., Department of Finance; External Affairs; Department of Regional Industrial Expansion; Assessment Programs; Audit and Evaluation; and Excise, to ensure that Customs and Excise concerns are taken into account when other legislation is being developed.

Primary Industries, Industrial and Consumer Goods, and Machinery and Transportation Directorates

These directorates are known collectively as the Industry Group and are responsible for: the development and implementation of administrative policies, programs and guidelines in respect of tariff classification and tariff relief matters; the functional guidance of Customs personnel in the field; and developing and maintaining contact with and providing protection, assistance and advice to the Canadian business community.

In addition, the directorates are responsible for verifying and ensuring compliance with the policies of the Tariff Programs Division. This involves the monitoring of tariff program activities in the field, the processing in headquarters of formal and informal appeals of decisions, policies and rulings, and the conduct of cases appealed to the Tariff Board or the Federal or Supreme Court.

Primary Industries is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification and tariff relief issues concerning animal and vegetable products; chemicals, plastics and allied products; and wood and paper products imported for production by Canadian industry.

Industrial and Consumer Goods is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification and tariff relief issues concerning mineral, glass, stone and metal products; textiles, leather and clothing products; health and education products; toys and sporting goods; and specialty products imported for production by Canadian industry.

Machinery and Transportation is responsible for developing policies, programs, guidelines and directives on tariff classification and tariff relief issues concerning imported machinery and electrical products, motor and other vehicles, and ships and aircraft products for Canadian industry. In addition, the directorate provides technical expertise on administrative matters pertaining to the Machinery and Equipment Advisory Board and various industrial incentive programs (remissions).

Prohibited Importations and Administrative Services Directorate

This directorate consists of three main sub-units: Administrative Support; Technical Reference Systems; and Prohibited Importations.

Administrative Support is responsible for all administrative support activities, such as co-ordinating and assembling divisional plans, budgets, staffing, accommodation, reception, maintenance of directives, tariff management information systems, tariff research, documentation, verification of debts to the Crown, authorization of set-off requests for drawbacks, refunds, and the co-ordination of quality control support measures (monitoring).

Technical Reference Systems is responsible for the provision and maintenance of technical indices related to tariff classification and tariff relief matters (e.g., tariff classification, prohibited goods, consumable goods rulings indices). Files are arranged by commodity and exporter.

Prohibited Importations is responsible for the headquarters administration of Schedule C of the Customs Tariff as it relates to importations of prohibited goods of a treasonable, seditious, or that are deemed "obscene" under subsection 281.3(8) of the Criminal

Code. The unit is concerned with rulings, appeals to the deputy minister, and ministerial correspondence.

Assessment Programs Division

This division is responsible for the administration of the Department's anti-dumping, countervail and surtax programs as well as the administration of the valuation provisions of the *Customs Act* at headquarters. This concurrent administration largely involves the conduct of investigations relating to imported goods, the assessment of applicable duties and the processing of statutory appeals from decisions relating to such duties. The division is comprised of three major areas: Analysis and Investigations, Enforcement and Appeals, and Program Administration.

Analysis and Investigation Directorates

There are four analysis and investigation directorates each, in turn, possessing three discrete operational "units". Defined on a commodity basis, these directorates are responsible for all facets of anti-dumping and countervail investigations into allegations pertaining to dumped or subsidized imports, the conduct of value for duty investigations and the conduct of studies relating to specific industry sectors sensitive to import competition.

Manuals

- Assessment Programs Manual, Part IV
- Valuation Procedures Manual

Enforcement and Appeals Directorate

This directorate is responsible for the enforcement of anti-dumping and countervail rulings subsequent to an injury finding by the Canadian Import Tribunal, as well as the enforcement of countervail and surtax Orders-in-Council. The directorate is similarly charged with the enforcement of program rulings respecting value for duty. The disposition of appeals against valuation, anti-dumping and countervail rulings is also administered by this area.

Program Administration Directorate

This directorate is responsible for developing and maintaining programs, systems, policies and procedures pertaining to all legislation for all divisional anti-dumping, countervail and surtax, and valuation matters. It is also responsible for administrative matters, such as staffing for the division as a whole, and the co-ordination of overseas foreign office operations.

Adjudications Division

This division is responsible for ensuring that the forfeiture provisions of the *Customs Act* are applied in a uniform and equitable manner across Canada; that the public is afforded a high degree of protection from unnecessary seizure action; that a claimant is given the opportunity to make representations pursuant to Section 161 of the *Customs Act;* to ensure that decisions rendered under Section 163 of the *Customs Act* are in accordance with law, equity and jurisprudence and are defensible before the Federal Court. The division is responsible for initiating collection of unpaid assessments when a debt has been established in the Federal Court.

Operational Policy and Systems Development

This division is responsible for the development of departmental policies, priorities, systems and procedures respecting declarations, claims, licensing, intelligence, border patrol, bonded warehouse and carrier inspections, goods examination, secondary examination of travellers, audits, investigations, seizure adjudications and assessment appeals. Functional direction is provided to the public and to field personnel on related legislative and administrative requirements. This division is also responsible for the design, development, support during implementation, and on-going maintenance and control of major Customs automated systems, as well as the licensing of Customs House brokers, bonded carriers, post audit carriers and sufferance warehouses. It is divided into seven major directorates: Commercial Traffic Control, Passenger Programs, Postal and Courier Programs, Automated Systems Development, Maintenance and Control, New Customs System Task Force, Commercial Entry Systems, and Commercial Verification and Enforcement.

Commercial Traffic Control Directorate

This directorate is responsible for controlling the movement of goods and vehicles entering, exiting and transiting Canada, until the requirements of the various departmental programs have been met and the goods and vehicles have been properly acquitted for Customs purposes.

Passenger Programs Directorate

This directorate is responsible for the development of policy, systems and procedures relating to the clearance and processing of travellers entering Canada by all modes of transportation, and the functional direction of all Customs inspectors at all ports of entry with respect to procedures, enforcement techniques and training.

Manuals

- Customs Seizure Enforcement Manual

Postal and Courier Programs Directorate

This directorate is responsible for the control of mechanical, non-mechanical, automated and non-automated Customs, postal and courier operations in areas such as the report, control, examination, enforcement, documentation and release of all postal and courier shipments. The directorate also ensures all corporate-level liaison with Canada Post Corporation.

Automated Systems Development, Maintenance and Control Directorate

This directorate is responsible for the maintenance and control of Customs automated systems in the commercial, passenger and postal streams, for the enhancement of these sytems and for the development and implementation of selected new automated systems. This responsibility includes controlling, planning, testing, approving and scheduling all changes to existing automated systems; updating system files and documentation; resolving system problems and providing liaison between computer specialists and user personnel. The directorate is also responsible for annually preparing the Customs Automation Strategy which is an overall plan for Customs automated development.

New Customs Commercial System Task Force

The task force is responsible for the development and implementation of the New Customs Commercial System (NCCS), which will facilitate compliance with departmentally administered legislation. NCCS will improve service to the importing community by permitting the release of goods on minimum documentation; transmission of cargo, release and entry data from importers, brokers, and carriers direct to Customs; and the presentation of entries and payment of duties and taxes on a periodic basis. NCCS will also enable the Department to more effectively detect members of the

importing community who are not complying with legislation through the utilization of audit and computer-supported techniques such as micrographic document storage and retrieval.

Commercial Entry Systems Directorate

This directorate is responsible for policies and procedures relating to the entry and release of commercial goods into Canada, the export of commercial goods from Canada, and the licensing of Customs brokers and application of special service charges and hours of service at Customs ports; and providing interpretation and clarification on policies, guidelines, instructions and procedures to the business community.

Commercial Verification and Enforcement Directorate

This directorate is responsible for the development, implementation and maintenance of policies and procedures for all verification and enforcement activities relative to commercial importations and exportations, including activities under Customs legislation as well as the Acts of other departments and agencies for which Customs has been given administrative responsibility.

Legislative Affairs Division

This division is responsible for the maintenance of Customs legislative base and legislative projects arising from Canada's participation in the world trading community.

Management Systems and Services Division

The division is responsible for branch planning, programming, co-ordination and management systems development.

CORPORATE ADMINISTRATION PLANNING ELEMENT

This element provides overall management direction, planning co-ordination and central administrative support services to other departmental activities, by conducting research, analysis, evaluations and audits, and by supplying such services as finance, administration, personnel and planning co-ordination and control. This element consists of Corporate Management, Personnel Administration, Audit and Evaluation, Public Relations and the Departmental and International Affairs Division.

Corporate Management Branch

The assistant deputy minister, Corporate Management Branch, is the departmental comptroller for Customs and Excise. The integration of operational planning and control, with financial planning and control, provides a single focus and authority for the management control and management support processes. It also provides a cohesive approach to the management of departmental affairs, a single point of direction and authority for the establishment of corporate plans, and a focal point for the determination of priorities and resource allocations. It is responsible for the executive direction in the following areas: financial administration, planning, performance measurement, information management, management consulting, performance/operational analysis, contracting, all aspects of electronic data processing, laboratory and scientific research and analysis, and all aspects of general administration.

Systems Planning and Development Directorate

The directorate functions as an integral part of the Customs and Excise Department. It assists the Department with its mandate of assessment, collection and control of duties and taxes on imported and domestically produced goods, and by exercising control over the international movement of persons and goods. Its specific mandate is to prepare policy guidelines, strategic plans and operational plans for the provision of automated systems for the department. The directorate operates its own computer centre, consisting of three large-scale systems with five front-end computers, all of which are linked to some 400 terminals in more than 30 locations across Canada. A fourth mainframe is used primarily as a bridge from existing facilities to a more modern technological base as well as providing a facility for approved systems development.

In addition, the directorate provides a department-wide general consulting service and supports departmental users of micro-computers through the services of a central information centre.

Manuals

- Automation Strategy Review
- Configuration Control Manual

Corporate Planning Directorate

The directorate has full responsibility for the co-ordination and development of the departmental strategic, operational and budget year plans as well as for the development and implementation of related policies, systems and guidelines. It is responsible for the provision of functional direction to other organizational units of the Department in the production of their input to corporate plans. It is responsible for assessing performance against plans and for reporting performance results to management.

Manuals

- Multi-Year Operational Planning Guide
- Project Management Policy and Procedures
- Planning in Customs and Excise
- Statement of Operating Principles

Finance Directorate

The directorate is responsible for developing and implementing departmental policies and procedures and for developing policy and guidelines concerning revenues, accounts receivable and deletion of debts; for directing the operation and control of budgeting, accounting, and financial reporting operations; for developing, publishing and maintaining the departmental financial management manual; for monitoring the effectiveness of financial operations; and for reporting in public accounts.

Manuals

- Departmental Financial Management Manual

Laboratory and Scientific Services Directorate

The directorate is responsible for the provision, on a Department-wide basis, of analytical and scientific advisory services with respect to imported industrial products, domestic goods subject to excise duties, and technical terminology of legislation and international trade nomenclature systems; research and development into new scientific equipment, methodology and contraband detection systems; and functional direction, advice and support services in the areas of the Departmental Metric Conversion Program and the acquisition of laboratory and scientific services.

Manuals

- Canadian System of Alcoholometry and Tables

Administration Directorate

The directorate is responsible for the planning, managing and controlling of administrative programs such as the procuring of goods and services; materiel; the departmental portfolio of operational records of the Department; as well as the departmental directives, forms, security, emergency planning and library services.

Manuals

- Departmental Administration Management Manual

Personnel Administration Branch

Director General

The Director General is responsible for providing management direction to all the components of the Personnel Administration sub-elements.

Staffing Directorate

The directorate is responsible for providing all levels of management with staffing service and functional advice on all aspects of the staffing function, so as to ensure that highly competent employees are selected and recruited effectively and efficiently. It is also responsible for monitoring the administration of staffing delegation throughout the department so as to ensure that operational needs are met and that the integrity of the *Public Service Employment Act*, Central Agency requirements, and departmental policies and priorities are respected.

Planning and Program Development Directorate

The directorate is responsible for providing departmental management, at all levels, with advice and assistance concerning human resources planning, equal opportunity/affirmative action programs to encourage active management commitment to and support of objectives geared to increase the participation and representation of special interest groups; and a personnel data system. It co-ordinates the application of departmental management systems within the Personnel Administration Branch (such as planning, performance measurement and financial systems). The directorate provides national co-ordination and headquarters service for the Employee Assistance Program.

Employee Relations Directorate

The directorate is responsible for providing departmental management, at all levels, with advice and assistance concerning the application and interpretation of collective agreements, the principles and procedures for handling grievances, the union-management meeting process and the areas of discipline, managerial and confidential exclusions, designation, health and safety, and pay and benefits. It provides pay and benefits service to headquarters' employees. It also administers long service, incentive awards, and the communications programs.

Customs and Excise College

The Customs and Excise College provides both centralized and decentralized training and development for departmental human resources in response to training needs identified in the Departmental Training Plan.

Official Languages Directorate

The directorate provides management and employees with functional direction and guidance to enable them to carry out their official language responsibilities and to facilitate the achievement of both government and departmental objectives for the attainment of a significant degree of institutional bilingualism in three areas — service to the public, language of work, and full participation — while maintaining compliance with central agencies' requirements.

Organization and Classification Directorate

The directorate is responsible for providing management at all levels directly, or through functional direction of regional specialists, with classification services for those groups and levels delegated to the Department, and advice to management and liaison with the central agency in respect to those groups and levels not delegated to the Department. It provides a direct classification service, for senior regional positions and all positions in those regions lacking an accredited officer, to classify and review all national jobs (approximately one-half of the Department's positions). It also provides management at all levels with an organization design consulting service, advice and assistance in the preparation of all organization change submissions, and advice to senior management on the appropriateness of proposed organization changes, to ensure sound organization structuring and effective monitoring of same while respecting the departmental organization philosophy and organization policies, principles and practices.

Manuals

- The Departmental Personnel Manual

Audit and Evaluation Branch

The branch is responsible for conducting periodic, independent and objective audits and evaluations for the Deputy Minister on all aspects of departmental endeavour, and for making recommendations to management on the activities reviewed. Program Evaluation assesses program components to determine the adequacy of their objectives and design, and their results, both intended and unintended. Audit assesses the efficiency, economy and effectiveness of internal management policies, practices and controls.

The branch has four operational audit divisions executing comprehensive audits, and a program evaluation division executing evaluations. In addition, a fifth division is engaged in research and development to improve audit techniques and provide branch administrative services.

Manuals

- Internal Auditor's Manual
- Program Evaluator's Manual

Public Relations Branch

The branch is responsible for the development of a public relations strategy and for the provision of services to managers and staff in such matters as communicating with the public, media relations, and production for print, displays, exhibits, film, radio, television and advertising.

The branch also provides directly to the public, information that will foster compliance with the laws and regulations administered by the Customs and Excise component of the Department.

Departmental and International Affairs Division

The division operates in direct support of the Minister and deputy minister, and uses its co-ordinating abilities to help provide more efficient management of the Department's internal and international

affairs, and to facilitate communications with the public, Members of Parliament, parliamentary committees and other government agencies.

Secretariat

Some of the major duties of the secretariat include administration of the *Access to Information Act*, *Privacy Act* and *Canadian Human Rights Act*; preparation of briefs for the Minister; control, review and analysis of cabinet documents, Orders-in-Council, Treasury Board submissions; preparation of replies to parliamentary questions and motions; control and monitoring of ministerial and deputy ministerial correspondence; assurance of an accurate flow of timely information to the Minister on public issues; preparation of the annual review and other papers, an example during 1984-85 being a Customs Excise document for inclusion in the regulatory agendas published by the *Canada Gazette*. The agendas provide the public with early notice of proposed or contemplated changes in legislation and regulations.

International Affairs Directorate

The directorate acts as liaison between the Department and international organizations specializing in comparative studies of administrative and technical questions related to Customs; co-ordinates the Department's participation at the international organizations; co-ordinates the bilateral Customs agreements between the different countries, and administers the Department's visits and external contacts policies.

Manuals

- External Contacts Policy

Classes of Records

RCC/EPE-005 *Formerly Identified as:* RCCE-540

Interpretation Casework

Description: Information and research on complex tax rulings, cases referred by the regional offices and the taxpaying public, and questions resulting from legislative policy changes, such as budget resolutions and Ways and Means motions. *Topics:* General correspondence from taxpayers, Customs brokers, consultants and representative industries on specific tax rulings by commodity subject, e.g., transportation equipment, aircraft, energy conservation equipment, foodstuffs, fuel, electricity. *Storage Media:* Index to tax rulings and Ruling Information System (RISE). *Retrievability:* Filed by subject number.

RCC/EPE-010 *Formerly Identified as:* RCCE-550

National Uniformity

Description: Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. *Topics:* Ruling Card Index — developed from worksheets and copies of rulings from field offices; Import Entry Monitoring Monthly Report — results of tax interpretation monitoring of import entries. Rulings issued from field monitored by quality control. *Retrievability:* Cards and copies of rulings filed by commodity code.

RCC/EPE-015 *Formerly Identified as:* RCCE-560

Fair Price and Values Surveys

Description: Information on investigations of individual companies for tax values for fair price purposes, and survey reports on marketing or pricing of various industries. *Topics:* Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, background information on fair prices. *Retrievability:* Filed by subject number and company name.

RCC/EPE-020 *Formerly Identified as:* RCCE-570

Field Development

Description: Information on branch training initiatives and programs relative to tax interpretations, for both tax interpretations officers and auditors in the field and at headquarters. *Topics:* Work standards; casework procedures; licence investigation procedures; classification factors. *Retrievability:* Filed by subject.

RCC/EPE-025 *Formerly Identified as:* RCCE-580

Licensing

Description: Information on taxpayers under the *Excise Tax Act* and the *Excise Act* from data received from the Excise regional offices. *Topics:* Licensee accounts from the regions: new accounts, changes, transfers, cancellations, reversals. *Storage Medium:* All data received are inputted into the Excise Licensee Information System (ELIS). *Retrievability:* Recoverable from weekly production reports.

RCC/EPE-030 *Formerly Identified as:* RCCE-710

Information Preparation

Description: Information on the taxable status of goods, persons, institutions and others; and general enquiries from the taxpaying public, chartered accountants, associations and individuals. *Topics:* Taxable status of construction materials, equipment for buildings, construction equipment, health goods, processing materials, public hospitals, certified public institutions, municipalities; farm dealership arrangements. *Retrievability:* Cases filed by product, province and name.

RCC/EPE-035 *Formerly Identified as:* RCCE-720

Rulings

Description: Information on the eligibility of companies or commodities for exemption from sales or excise taxes and duties; eligibility for refund in the form of rulings — precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, conservation equipment, containers and coverings, clothing and footwear, and other general commodity headings. *Topics:* Rulings (Automated Ruling Information System (RISE) and card file); automated index to the Excise Tax Information System (ETIS); background research from regions (work-sheets).

RCC/EPE-040 *Formerly Identified as:* RCCE-600

Excise Collections

Description: Information on developing policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures, accounting periods, and statistical information for inclusion in annual reports. *Topics:* Policy and procedures — legal; accounts; quality assurance; uncollectables; outstanding arrears; failure to file. *Retrievability:* Ledger cards on debit and credits of taxpayer accounts are filed at the appropriate field office by company.

RCC/EPE-045 *Formerly Identified as:* RCCE-590

Excise Audit

Description: Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and departmental operating procedures and policies. *Topics:* Policy directives to the regions; commodity coding; refunds; Automated Responsive Audit Service Program; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouses. *Storage Media:* Automated Responsive Audit Service Program; Annual Information Report System. *Retrievability:* Filed by subject number. Information retained on computer tapes and disks by name.

RCC/EPE-050 *Formerly Identified as:* RCDA-630
Refund Claims — Excise Gasoline Tax
Description: Information on the processing of and tracing of applications and cheques for refund of the Excise Tax on gasoline: data and statistical collection. *Topics:* Reviewing of refund applications: automated data on claimant history and status of claims and cheque issuance; Gasoline Excise Tax System, (claimant identification microfiche system); Gasoline Rejected Automated Control Environment. *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-055 *Formerly Identified as:* NO REFERENCE
Rebate Claims — Fuel Tax Rebate (New)
Description: Information on the processing of and tracing of applications and cheques for rebate of the fuel tax on gasoline or diesel fuel: data and statistical collection. *Topics:* Reviewing of rebate applications: automated data on claimant history and status of claims and cheque issuance; Fuel Tax System (claimant identification microfiche system); Fuel Tax Rejected Automated Control Environment. *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-060 *Formerly Identified as:* NO REFERENCE
Sales Tax Bulk Permits — Fuel Tax Rebate (New)
Description: Information on the processing and tracing of applications for sales tax bulk permits for the fuel tax rebate program: data and statistical collection. *Topics:* Reviewing of permit applications: automated data on status of application and permit number when issued. (Sales tax bulk permit claimant identification microfiche system). *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-065 *Formerly Identified as:* NO REFERENCE
Registered Vendors' Certificates — Fuel Tax Rebate (New)
Description: Information on the processing and tracing of applications for registered vendors' certificates for the fuel tax rebate program: data and statistical collection. *Topics:* Reviewing of rebate applications for registered vendors' certificates: automated data on status of application and certificate number when issued. (Registered Vendor's Certificate claimant identification microfiche system). *Retrievability:* The applications are on microfilm while the originals are filed in Public Archives by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-070 *Formerly Identified as:* RCCE-880
Investigations — Special Bureau
Description: Information on investigations into cases of taxpayer fraud or evasion. *Topics:* Schedules of audits, narrative reports on investigation cases, prosecutions and proceedings. *Retrievability:* Cases are filed numerically and cross-indexed by name of company.

RCC/EPE-075 *Formerly Identified as:* RCCE-610
Excise Duty
Description: Information on the monitoring of licensees liable for excise duties under the *Excise Act;* the application of excise duty on alcohol, tobacco and tobacco products; warehousing of these products; the control of chemical stills; the application of alcoholometry; bonding of manufacturers; licensee information. *Topics:* Excise duty — general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of excise duty; druggists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis; special Excise services charges; statistics; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; wine and brandy; and labels for approval. *Retrievability:* Case files for breweries, distilleries and wineries, filed alphabetically by company.

RCC/EPE-080 *Formerly Identified as:* RCCE-680
Legislation
Description: Information on aspects of existing or proposed legislation under study. *Topics:* Research on air transportation tax; marginal manufacturing; natural gas and gas liquids tax. *Retrievability:* Filed by subject.

RCC/EPE-085 *Formerly Identified as:* RCCE-690
Regulations and Remissions
Description: Information on the development and amendment of Excise Regulations under the *Excise Tax Act* and *Excise Act* and recommendations on requests for remission of sales and Excise tax and duty. *Topics:* Regulations on construction materials; clothing and footwear exemptions; energy conservation equipment; Gasoline Excise Tax Refund; small manufacturers or producers Production Equipment Exemption, remissions — damaged goods remission order, coffin or casket remission order, automobile components remission order. *Retrievability:* Filed by subject number.

RCC/EPE-090 *Formerly Identified as:* RCCE-700
Tax Strategy — Appeals and Adjudications
Description: Information on the preparation of the departmental position in Tariff Board appeals and court cases. *Topics:* Correspondence that prompted an appeal; departmental position reports; Tariff Board appeals; Federal Court cases; and research studies. *Retrievability:* Filed by subject and appeal number.

RCC/EPE-095 *Formerly Identified as:* RCCE-890
Excise Planning
Description: Information on branch workplan development, workforce planning submissions to personnel and other branch planning projects. *Topics:* Multi-year operational plan; branch operational plan; branch program plan (Strategic Planning Submission); branch equal opportunity for women plan; and resource analysis and review.

RCC/EPE-100 *Formerly Identified as:* RCCE-900
Excise Secretariat
Description: Up-to-date reports of daily and monthly revenues collected for the branch. *Topics:* Gross and net receivables from collections, reported on the Analysis of Accounts Receivable Form and on the Revenue Statistics and Supplementary Information Form; daily revenue collections by revenue code, reported monthly by regions, on the Domestic Excise Collection Form; excise duty report from each distillery or brewery submitted monthly by each region on a monthly Excise Duty Form; and Diplomatic Returns, a quarterly report filed on the Excise Duty Entry Form.

RCC/EPE-105 *Formerly Identified as:* RCCE-910
Performance Measurement Systems
Description: Information on performance measurement for each region; national reporting; chief activity report to the assistant deputy minister. *Topics:* Chief activity report to the assistant deputy minister; Excise Branch report, national summary of Performance Measurement System and general correspondence on Performance Measurement System; assistant deputy minister's briefing book studies.

RCC/EPE-110 *Formerly Identified as:* RCCE-490
Collections (Regional)
Description: Information on the implementation of departmental policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures and periods, statistical information for inclusion in annual reports and refunds of taxes paid. *Topics:* Tax rulings; collections made; applications for licence;

internal instructions; account numbers; requisitions for cheques on notice to delinquents on arrears of taxes; debits and credits by taxpayer name; statistical files — outstanding arrears; fiscal year reports; summary of trial balances; permanent file of uncollectables; federal sales and Excise tax returns (completed). *Retrievability:* Cases filed by licensee company name; ledger cards on debits and credits filed by taxpayer name.

RCC/EPE-115 *Formerly Identified as:* RCCE-500
Duty (Regional)
Description: Information on monitoring and auditing of licensees liable for excise duties under the *Excise Act* including licensee information, implementation of departmental operating procedures and directives under topics such as breweries, wineries, bonded warehouses, distilleries, and tobacco. *Topics:* Tax rulings; licensing status; statement of production; monthly return of excise duty and monthly return of licensed bonded manufacturer; annual inventory of chemical stills; general correspondence. *Retrievability:* Filed by licensee company name.

RCC/EPE-120 *Formerly Identified as:* RCCE-510
Tax Interpretations (Regional)
Description: Information on tax rulings issued in response to licensee requests. *Topics:* Taxable status of commodities; tax rulings letters; general correspondence. *Retrievability:* Filed by licensee company name.

RCC/EPE-125 *Formerly Identified as:* RCCE-520
Audit (Regional)
Description: Information on the audit of taxpayers' books and records, compiling audit reports, implementing departmental operating procedures and policies, and providing audit information in response to taxpayers' requests and needs. *Topics:* Assessments; purchases; goods jobbed; goods manufactured; sales and marketing practices; audit reports; third-party demands; general correspondence. *Retrievability:* Cases filed by licensee company name.

RCC/EPE-130 *Formerly Identified as:* RCCE-530
Licensing (Regional)
Description: Information on the licensing of taxpayers under the *Excise Tax Act* and *Excise Act*. *Topics:* Tombstone data; licence application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectables; account numbers assigned; and information about licensee operations. *Retrievability:* Filed by company on computer tape.

RCC/CPE-135 *Formerly Identified as:* RCCE-440
Regional Field Operations
Description: Information on the application of the programs, developed by the Operational Policy and Systems Development Division, that pertain to the control of the international movement of people, goods and conveyances; the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; and the primary inspection of services at all ports and outports. *Topics:* Transportation documents on all modes of bonded carriers — their manifests, special conditions such as diversions, temporary entry, freight forwarding; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectables — records of individuals, firms; Carrier Penalty Assessments; temporary entries; ships' registries; investigation case files; detention orders; cultural properties — export permits; and commodity code rulings complaints. *Retrievability:* Bonded carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs House Brokers are filed alphabetically by name and cross-referenced by an assigned control number. *Special Access Note:* The written part of the Customs House Brokers examination is sent to headquarters for marking and retention. A more complete file on each warehouse is retained in each region.

RCC/CPE-140 *Formerly Identified as:* RCCE-430
Regional Drawbacks, Refunds and Remissions
Description: Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remission process, in accordance with the programs developed by the Tariff Relief Division; conducting audits used to verify the use of goods, and the volume of goods re-exported in order to establish eligibility for Inward Processing Remissions. *Topics:* Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; standing remissions orders; policies and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad, home consumption. *Retrievability:* Claim forms requesting drawbacks, refunds or remissions, filed by claim number at each regional office.

RCC/CPE-145 *Formerly Identified as:* RCCE-420
Regional Tariff Programs and Appraisal
Description: Information on the actual application of the various programs under the Tariff Programs and Assessment Programs directorates in areas such as tariff classification, Made-in-Canada status, value for duty, anti-dumping provisions, ruling enforcement and import surveillance. *Topics:* Correspondence with importers, exporters, brokers and other clients who are requesting a ruling or final decision regarding the tariff classification or Made-in-Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing rulings and to verify the amount of duty and taxes that should have been collected. *Retrievability:* All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office.

RCC/CPE-150 *Formerly Identified as:* RCCE-460
Audits and Investigations
Description: Information on audits and investigations into possible, alleged or known infractions against the *Customs Act* and other related Acts. *Topics:* Schedule of audits; narrative reports on investigation cases; co-operation and liaison with foreign customs agencies; enforcement; informants; infractions and penalties; prosecutions and proceedings; sales and Excise tax; seizures; tariff; vehicles, permits; assaults; and statistics. *Retrievability:* Investigation case files are filed numerically and cross-indexed by name of individual or company.

RCC/CPE-155 *Formerly Identified as:* RCCE-450
Customs Intelligence Data
Description: Information on establishing information exchange contacts and collating, analyzing and disseminating information on potential risk situations, modus operandi and other information on actual and potential violations. *Topics:* Criminal history (offence-related data); profiles of individuals, companies, and organizations considered to be high-risk possibilities; information on persons and companies, suspected of or known to have committed infractions; commodity information; commodities likely to be smuggled; modus operandi; methods of concealment, etc.; demographic considerations. *Storage Medium:* Automated Intelligence Customs Service (AICS) system. *Retrievability:* Investigation case files are filed alphabetically by name of individual, company or organization; vehicle, vessel, aircraft data is filed alphabetically and by licence number; other data, such as commodity and type of offence, are filed alphabetically.

RCC/CPE-160 *Formerly Identified as:* RCCE-480
Resource Analysis, Planning and Administration
Description: Information on the management of field resources, branch planning and administrative functions. *Topics:* Personnel; finance; accommodations; branch planning activities.

RCC/CPE-165 *Formerly Identified as:* RCCE-470
Field Liaison
Description: Information on appraising and measuring the effectiveness of regional operations; monitoring the operations of international airports and ports, including those in the Arctic and Northwest Territories; controlling the quality and effectiveness of systems, such as automotive release and entry and postal operations; monitoring field activities and identifying and recommending solutions to problems of enforcement and effectiveness; and investigating and answering complaints from the general public. *Topics:* Field liaison — general; automation; Automotive Release and Entry System; bonds and bonding; co-operation and liaison with other federal departments; enforcement; international traffic; passenger traffic; legal procedures; monitoring; operations and procedures; projects; quality assurance; Special Events Canada; special assessments; tariff classification; valuations; training; operational complaints. *Retrievability:* Files are maintained by case (alphabetically) by name of airport, region and detector dog program.

RCC/CPE-170 *Formerly Identified as:* RCCE-180
Rulings and Appeals
Description: Information on the determination of tariff classification and the investigation of appeals under various major industry fields such as animal and vegetable products; chemicals, plastics and allied products; wood and paper products; mineral, glass, stone and metal products; textiles, leather and clothing products; health and education products; toys and sporting goods; specialty products; machinery and electrical products, motor and other vehicles, ships and aircraft products. *Topics:* Correspondence used in determining and issuing rulings on classification or tariff relief matters; appeal documents; entries; Tariff Board cases; court cases; Deputy Minister's decisions. *Retrievability:* Files are arranged by tariff item number.

RCC/CPE-175 *Formerly Identified as:* RCCE-190
Made-in-Canada
Description: Information on tariff surveys and studies respecting Made-in-Canada legislation on imported goods in light of changing trade patterns, technological developments, and evolving manufacturing processes. *Topics:* Made-in-Canada inquiries; reports; studies on the status of imported goods under the major industrial headings (machinery, textiles, metals).

RCC/CPE-180 *Formerly Identified as:* RCCE-200
Rules of Origin
Description: Information on the determination of tariff treatment in accordance with the Canadian rules-of-origin regulations and trade agreements. *Topics:* Enquiries; reports; requests for information; investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. *Retrievability:* Files are arranged by subject and country.

RCC/CPE-185 *Formerly Identified as:* RCCE-210
Tariffs
Description: Information on the overall functions and programs that concern the whole division. *Topics:* Machinery remission orders; Auto Pact; temporary tariff items; prohibited goods and privileges; Customs and Excise laboratory reports. *Retrievability:* Files are arranged by tariff item and commodity.

RCC/CPE-190 *Formerly Identified as:* RCCE-220
Remissions
Description: Information on the eligibility of companies for types of commodities for exemption or remission of duties and taxes under standing remission Orders-in-Council, special remissions, and applications to the Interdepartmental Remission Committee. *Topics:* Applications, background information, research data and decisions relating to standing remission Orders-in-Council; special remissions; Canadian goods abroad and temporary entry provisions. *Retrievability:* Cases are filed by company name and Order-in-Council number.

RCC/CPE-195 *Formerly Identified as:* RCCE-230
Drawbacks and Refunds
Description: Information on the drawbacks of Customs duties on exported goods, the refunds of Customs duties under various regulations (excluding appeals) and the remission of Customs duties via drawback for specific commodities. *Topics:* Correspondence on drawbacks — claims and claimants; refunds — claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; spirits exported. *Retrievability:* Subject files and case files are arranged by company name. Refund and drawback claims are filed by claim number and held in the various regional offices.

RCC/CPE-200 *Formerly Identified as:* RCCE-240
Industrial Incentive Programs Audit (Automotive and Special Remission)
Description: Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. *Topics:* Correspondence, production reports and audits pertaining to the Special Remission Programs governing the manufacturing of vehicles and parts under the Motor Vehicle Tariff Order (1965); the British Commonwealth Content Qualifications; front-end loaders; off-highway vehicles; and the Television Remission Program. *Retrievability:* Cases are filed by company name.

RCC/CPE-205 *Formerly Identified as:* RCCE-250
Tariff Relief
Description: Information on the functions of the Industrial Incentive Programs Audit Unit. *Topics:* Regulations of other departments; regulations of other countries; payment of claims withheld to offset debts due to the Crown; post-audit procedures; entries and invoices; seizures arising from drawback or refund investigations; and trade talks and negotiations. *Retrievability:* Files are arranged by subject, company, country or department.

RCC/CPE-210 *Formerly Identified as:* RCCE-310
Anti-Dumping Investigations
Description: Information on the analysis of complaints alleging injurious dumping and resultant investigative activity. *Topics:* Original complaint; initial evalution and investigation; detailed investigation; inquiries to importers and exporters; calculations and working papers; submissions to the Canadian Import Tribunal. *Retrievability:* Files are maintained by commodity. Certain data relating to investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPE-215 *Formerly Identified as:* RCCE-260
Valuation Investigations
Description: Information on the investigation of the value for duty of imported goods. *Topics:* Import statistics; importer and exporter inquiries; calculations and working papers; importer instructions; documentation. *Retrievability:* Files are maintained by subject and commodity. Certain data relating to valuation investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPE-220 *Formerly Identified as:* RCCE-300
Countervail
Description: Information on the analysis of complaints of the allegedly injurious importations of subsidized goods and the possible requirement for imposition of a countervailing duty. *Topics:* Evaluation of complaints, conduct of investigations, calculations and working papers. *Retrievability:* Files are maintained by commodity. Certain data relating to countervail investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPE-225 *Formerly Identified as:* RCCE-800

Appeals

Description: Information on the processing of appeals against anti-dumping and valuation rulings. *Topics:* Appeal documents and working papers relating thereto. *Retrievability:* Records are filed by appeal and by exporter.

RCC/CPE-230 *Formerly Identified as:* RCCE-270

Enforcement

Description: Information respecting the enforcement of the Canadian Import Tribunal's findings, specific valuation rulings, Orders-in-Council relating to surtax matters. Information on import surveillance and the monitoring of valuation and anti-dumping functions in the field. *Retrievability:* Records are filed by case number.

RCC/CPE-235 *Formerly Identified as:* RCCE-280

Central Index

Description: Information on current and past investigational activities and incoming formal appeals. *Topics:* Formal appeals and their disposition; results of investigations; legal opinions. *Retrievability:* Records are filed by case, importer and country of export.

RCC/CPE-240 *Formerly Identified as:* RCCE-290

Policy and Systems

Description: Information on the development of Canadian legislation covering anti-dumping, countervail and surtax, and the development and review of systems and procedures relating to the application of these programs; liaison with other Departments and other branches and divisions within Customs; foreign trade; and tax legislation. *Topics:* Legislation; policy and technical interpretation of anti-dumping, countervail and valuation programs; correspondence and manuals; documents covering departmental participation at General Agreements on Tariff and Trade (GATT) meetings; studies and reviews on trade and tax legislation of foreign countries.

RCC/CPE-245 *Formerly Identified as:* RCCE-330

Foreign Offices

Description: Information on conducting anti-dumping and valuation investigations on behalf of headquarters' line directorates, the management of external relations, and the provision of a direct liaison on Customs tariff and Customs facilitation matters, trade talks and negotiations. *Topics:* Determination of normal values, fair market values, export prices and tariff classifications of imported goods; Annual Country Assessment Review; external relations; inspection services of Canadian missions abroad; consolidation of Canada's foreign service; co-operation and liaison with officials of other countries, the Brussels European Economic Council, the Customs Co-operation Council, and other international bodies. *Retrievability:* Cases are filed by individual post and nature of investigations and are held by headquarters' line divisions, with the foreign offices retaining only the portion essential in the event of any follow-up investigation.

RCC/CPE-250 *Formerly Identified as:* RCCE-150

Seizure Adjudication

Description: Information on the actual seizure of goods for alleged infractions of the *Customs and Excise Acts* as contained in the actual case files. *Topics:* Seizure reports from regional and headquarters personnel as well as the Royal Canadian Mounted Police; register of seizures, which includes a general description of goods seized from individuals or firms; ascertained forfeitures where goods are unobtainable, including a general description of the goods, the reason(s) for seizure and the seizing officer's report, on a case-by-case basis. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by name of company or individual.

RCC/CPE-255 *Formerly Identified as:* RCCE-160

Collections and Accounts

Description: Information on the collection of paid and outstanding accounts. *Topics:* Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by name of company or individual.

RCC/CPE-260 *Formerly Identified as:* RCCE-40

Carrier Control

Description: Information on the report and control of the use of non-duty-paid instruments of international conveyance entering, exiting and transiting Canada; all modes of transport and transport-related equipment in accordance with Customs and transportation policy. *Topics:* Remission orders for railway rolling stock, vessels, aircraft; policy directives and information of a general or specific nature relating to carriers of all modes; *Customs and Excise Offshore Application Act;* cargo containers. *Retrievability:* Case files are divided into different carrier modes and are filed alphabetically by company.

RCC/CPE-265 *Formerly Identified as:* RCCE-50

Cargo Control

Description: Information on the reporting and control of import cargo and in-bond cargo for export in both the automated and non-automated environments. *Topics:* Customs Cargo Control Regulations bonded carrier program; Cargo Entry Processing and Collection System for cargo control. *Retrievability:* The information is contained in the 'D' Memoranda, which can be accessed alphabetically.

RCC/CPE-270 *Formerly Identified as:* RCCE-60

Warehouse Control

Description: Information on the operation of various types of warehouses; airport and marine duty-free shops; ships' stores; and the disposal of unclaimed goods. *Topics:* Customs sufferance warehouses; bonded warehouses; Queen's warehouses; frontier warehouses; airport and marine duty-free shops; ships' stores; unclaimed goods; appointment of auctioneers for the disposal of unclaimed goods. *Retrievability:* Individual sufferance warehouses records are filed alphabetically by name and location.

RCC/CPE-275 *Formerly Identified as:* RCCE-810

Duty-Free Shops Program

Description: Information on the design, development and implementation of the duty-free shops program at the land frontier. *Topics:* Development of criteria for licensee selections; standards of operations; procedures for licensee selection; duty-free shop regulations and controls. *Retrievability:* Individual land border duty-free shops records are filed by subject matter.

RCC/CPE-280 *Formerly Identified as:* RCCE-80

Passenger Entry Processing and Tariff Programs

Description: Information on the administration and application of specific tariff items and remission orders pertaining to traveller entitlements; and on the control and processing of travellers and their baggage entering Canada by all modes of transportation, other than air. *Topics:* Interpretive guidance on tariff items pertaining to visitors, former residents, returning residents, settlers, and their effects; customs facilities at border points of entry. *Retrievability:* Cases are filed by tariff item number. Topic files are arranged by port and date.

RCC/CPE-285 *Formerly Identified as:* RCCE-90

Passenger Enforcement

Description: Information on the detection and investigation of criminal and civil offences committed by travellers entering Canada by all modes of transportation. *Topics:* The identification and examination of high-risk passengers; interpretation of the results of mechanical electronic aids, such as Gamma Backscatter devices, an

automated intelligence information system to be used by line officers for enforcement purposes; liaison with the Royal Canadian Mounted Police; new and revised enforcement policies. *Retrievability:* Records are filed by subject matter.

RCC/CPE-290 *Formerly Identified as:* RCCE-100
Air Passenger
Description: Information on the control of travellers entering Canada by air; on functional direction to Customs inspectors at airports; and on the departmental posture at the International Air Passenger Traffic Sub-Committee. *Topics:* Inspection procedures and passenger processing at airports; charter access and level of service; Customs facilities at airports; signage; baggage handling; sterile lounges; pre-clearance and security; liaison with other Departments. *Retrievability:* Case files for individual airports are filed alphabetically by name.

RCC/CPE-295 *Formerly Identified as:* RCCE-110
Postal Policies, Procedures and Automated Systems
Description: Information on various policies, procedures, operational and proposed non-automated and automated systems respecting the importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. *Topics:* Legal interpretations of legislation, regulations and policies; alternative processing methodologies; postal methods of payment for duties and taxes; postal import remissions; postal release procedures; complaints; types and classes of mail; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the Royal Canadian Mounted Police, Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada.

RCC/CPE-300 *Formerly Identified as:* RCCE-120
Enforcement Devices and Techniques
Description: Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails and other means of transportation to import prohibited goods. *Topics:* Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations; intelligence liaison. *Retrievability:* Records are filed by subject matter.

RCC/CPE-305 *Formerly Identified as:* RCCE-130
Courier Systems and Procedures
Description: Information on the control of courier, low-value, small package shipments from their time of arrival in Canada until completion of legal disposition. *Topics:* Courier policy; projects; statistics; and legal interpretations of various alternative proposals and committees. *Retrievability:* Information is filed by subject matter.

RCC/CPE-310 *Formerly Identified as:* RCCE-140
Mechanized Systems Development
Description: Information on ensuring effective Customs control over the movement and processing of international mail, by means of improved facility designs and both mechanical and non-mechanical systems. *Topics:* Facility improvements; correspondence and drawings; machinery and equipment. *Retrievability:* Records are filed by subject and by Customs office.

RCC/CPE-315 *Formerly Identified as:* RCCE-360
CEPACS Implementation (Revised)
Description: Information and records on the implementation of CEPACS, the major automated system in the Customs commercial stream. *Topics:* System descriptions, implementation plans, quality assurance programs, training material, implementation reports, pre- and post-implementation evaluation reports. *Retrievability:* Files are indexed alphabetically, chronologically and numerically.

RCC/CPE-320 *Formerly Identified as:* RCCE-370
Automated Systems — Testing
Description: Information on the testing group within the directorate that tests systems updates, problem fixes, developments and enhancements to the system, to ensure the production system is functioning well and that changes have not affected other areas within the computer program. *Topics:* Various test packages to assess the different valid and invalid situations in the system's functional specifications: the Cargo Test Package, Entry Test Package, and Specific Problem Tests. *Retrievability:* Files are indexed by subject and numerically.

RCC/CPE-325 *Formerly Identified as:* RCCE-390
Automated Systems — Development and Maintenance (Revised)
Description: Information on the conversion of manual systems to automated systems; on systems development; and on automated systems maintenance and control. *Topics:* EDP administration project management policy, procedures and guidelines, project files, problems resolution committee, systems problems, systems enhancements, file maintenance. *Retrievability:* Files are indexed by subject, numerically and chronologically.

RCC/CPE-330 *Formerly Identified as:* RCCE-820
Entry and Amendment Systems
Description: Information on Customs entry of commercial goods and related documentation: revenue accounting, invoicing, appeals against assessment. *Topics:* Warehouse entries; B3 and B8 entry documentation; sight entries; amending entries; temporary entries; Canada Customs invoices. *Retrievability:* Information is contained in the 'D' memoranda, which can be accessed alphabetically.

RCC/CPE-335 *Formerly Identified as:* RCCE-400
Release Systems
Description: Information on policies and procedures relating to the release of commercial goods, and documentation related to the export of goods: B13 Export Declaration, Security Bonds. *Topics:* Release prior to payment, including Standing Authority Release, Automotive Release, Liquor Board Release; summary reporting of exports. *Retrievability:* Headquarters' security bonds are filed alphabetically by name of importer.

RCC/CPE-340 *Formerly Identified as:* RCCE-10
Operational Services
Description: Information on the licensing and control of Customs brokers and on the effective operation of Customs ports. *Topics:* Qualified person examination; Licensing Advisory Committee; Customs brokers; agents; power of attorney; Customs ports; hours of service, special service; enforcement officers. *Retrievability:* Customs brokers and individual ports are filed alphabetically by name and location.

RCC/CPE-345 *Formerly Identified as:* RCCE-410
General
Description: Information on the overall functions of commercial entry systems (e.g., audits, co-operation and liaison, meetings, projects and reports). *Topics:* Commodity coding; contingency plans; *Customs Act* revisions; co-operation with the Canadian Exporters' Association, Canadian Association of Customs Brokers, Canadian Importers' Association, Canadian Industrial Traffic League, and external agencies in general. *Retrievability:* Information is contained in the 'D' memoranda, which can be accessed alphabetically.

RCC/CPE-350 *Formerly Identified as:* NO REFERENCE
ALERT System (New)
Description: Information on the development, testing and evaluation of the Automated Lookout Enquiry and Report (ALERT) component of NCCS. *Topics:* Problem definition, feasibility studies, development, pilot test, microfilming, enhancements and evaluation. *Retrievability:* Information is filed by subject matter.

RCC/CPE-355 *Formerly Identified as:* NO REFERENCE
Conditional Release (New)
Description: Information on the development, testing and evaluation of the Release Minimum Documentation (RMD), Audit and Periodic Entry components of the NCCS. *Topics:* Benefit/cost analysis reports, pilot implementation plans, evaluation methodology, pre- and post-pilot statistics for evaluation, importer and commodity profiles and results of compliance verifications. *Retrievability:* Information is filed by subject matter and by importer.

RCC/CPE-360 *Formerly Identified as:* NO REFERENCE
Data Capture (New)
Description: Information on the development, testing and evaluation of systems to allow direct transmission of cargo, release, entries and amendment data to Customs from importers/brokers and carriers. *Topics:* System requirements definitions, cost/benefit analysis reports, functional specifications, pilot implementation plan. *Retrievability:* Information is filed by subject matter.

RCC/CPE-365 *Formerly Identified as:* RCCE-830
Commercial Verification
Description: Information on verification policies and procedures respecting the sixty pieces of legislation administered by Customs at the frontier. *Topics:* Operational examination techniques; operational policies and procedures; and instructions to port officers in verification methodology. *Retrievability:* 'D' memoranda and files containing instructions can be accessed alphabetically.

RCC/CPE-370 *Formerly Identified as:* RCCE-840
Commercial Enforcement
Description: Information on the development of enforcement policies, techniques and procedures. *Topics:* Import and export enforcement policies and procedures; policies on the utilization of intelligence data in enforcement programs. *Retrievability:* Files are in numerical order.

RCC/CPE-375 *Formerly Identified as:* RCCE-340
Legislative Affairs
Description: Information on the evaluation and revision of existing legislation, the development and drafting of new legislation and the processing or amending of regulations, ministerial orders and other statutory instruments required by the branch. *Topics:* Historical data on the present *Customs Act;* correspondence with departmental sources and other government Departments; background information and supporting documentation; analysis of comments on the preparation of the revised *Customs Act,* requests for background information; and rationale for new, amended or revoked Orders-in-Council, ministerial regulations and other statutory instruments. *Retrievability:* Files are arranged by subject matter.

RCC/CPE-380 *Formerly Identified as:* RCCE-170
Harmonized Commodity Description and Coding System
Description: Information on the Harmonized Commodity Description and Coding System (HS) and the conversion of the Customs Tariff and Canadian International Trade Classification (CITC) to a format based on the HS. *Topics:* Meetings of the Nomenclature and Interim Harmonized System Committees of the Customs Co-operation Council; the Customs Co-operation Council Nomenclature (CCCN) and the HS; draft Canadian tariff and statistical nomenclature based on the HS. *Retrievability:* Correspondence on commodity classification is filed by HS heading number.

RCC/CPE-390 *Formerly Identified as:* RCCE-850
Planning and Programming
Description: Information on the development of branch goals and plans designed to achieve those goals as well as maintain the integrity of established plans and goals through programming. *Topics:* Branch planning activities. *Retrievability:* Records are filed by subject matter.

RCC/CPE-395 *Formerly Identified as:* RCCE-350
Monitoring, Control and Administrative Services
Description: Information on the management of the administrative functions for the Customs programs. *Topics:* Entry retrieval providing for import and export analysis, data on past importations and exportations, personnel, finance, accommodation and other administrative matters. *Retrievability:* Records are filed by subject matter.

RCC/CPE-400 *Formerly Identified as:* RCCE-860
Management Analysis and Review
Description: Information on the review and analysis of reports and proposals; development and co-ordination of management policies, plans, programs and special briefings. *Topics:* Audits; access to information; personnel matters; training. *Retrievability:* Records are filed by subject matter.

RCC/CPE-405 *Formerly Identified as:* RCCE-870
Management Systems Development
Description: Information on the systems development and implementation support for the performance measurement system. *Topics:* Performance measurement system. *Retrievability:* Records are filed by subject matter.

RCC/CAE-410 *Formerly Identified as:* RCCE-750
Planning Analysis
Description: Information on various planning subjects. *Topics:* Policy; auditor; Comptroller General; evaluation; program evaluation; internal audit; real property management; planning systems of other Departments; planning presentation; Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; branch automation requirements. *Retrievability:* Files are arranged by subject and number.

RCC/CAE-415 *Formerly Identified as:* RCCE-760
Planning Co-ordination
Description: Information on the Multi-Year Departmental Operational Plan; on an inventory of significant departmental projects; on records relating to operational, strategic, financial, management reporting plans. *Topics:* Person-year and financial resource requirements by activity, sub-activity and branch for a five-year planning period; key information on significant (level 1 and 2) projects including objective, responsibilities, approval, documentation and total project resources; Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; branch automation requirements; financial planning; human resource planning; National Unity Office; operational planning; program planning; strategic planning; work planning. *Retrievability:* Files are arranged by subject and number. Electronic data processing (EDP) recording is used for the Multi-Year Operational Plan and the inventory of significant projects.

RCC/CAE-420 *Formerly Identified as:* RCCE-770
Tax and Non-Tax Revenue
Description: Information on the analysis, distribution and reporting of tax and non-tax revenue. Information and data on the research, analysis, draft proposals and approval of departmental financial policy, systems and procedures. *Topics:* Customs and Excise tax and non-tax revenues, reconciliation of revenue collected with Bank of Canada deposit acknowledgements; annual reconciliation of cash in transit; technical information; legislative/regulatory requirements; research problem definitions, proposals, alternative solutions, reports, drafts and approvals. *Retrievability:* Files are arranged by subject and number, or by project.

RCC/CAE-425 *Formerly Identified as:* RCCE-780

Analytical Service

Description: Information on the analytical service provided in support of the administration of the *Customs Tariff Act* and other Customs legislation; on the analytical service provided in support of the Administration of Excise Duty legislation; and records relating to the Spirits Instrument Testing Program; on scientific and technical research and development work in support of the administration of Customs and Excise policies, regulations and procedures; and on the Customs and Excise Metric Conversion program. *Topics:* (i) Correspondence pertaining to laboratory and departmental policies; technical information and methodology for the analysis of commodity importations; analytical work summaries of chemical and physical analysis; and technical literature obtained from manufacturers. (ii) Correspondence on analytical services pertaining to denaturants in alcohol products, goods subject to excise duty, seizures of illicit spirits, formulation approval in alcoholic preparations and the Spirits Instruments Testing Program. (iii) Project reports and working papers associated with the investigation and development of scientific methods, systems and equipment for the detection and identification of goods subject to Customs and Excise control; external consultants providing specialized laboratory services; and scientific equipment manufacturers. (iv) Includes correspondence pertaining to project plans and reports, proposed metric conversion relating to departmental operations, interdepartmental committee documents, Customs Co-operation Council Chemist Committee documents and general communications, all relating to the departmental metric conversion program. *Retrievability:* (i) (ii) and (iv) indexed on EDP database; (iii) filed alphabetically by manufacturer's name, numerically by project, external consultants filed by date.

RCC/CAE-430 *Formerly Identified as:* RCCE-920

Administration

Description: The following records are in addition to the Standard Classes of Records that are common to all departments and are listed in this Register (see Table of Contents). Information relating to the editing and type composition of work instruments and the operations and procedures of these sections; information relating to the liaison with Supply and Services Canada for the printing and/or sale of work instruments; and to the distribution and warehousing of departmental publications. *Topics:* Policy, procedures, technology, organization and methods of editing and type composition of work instruments; directives review project; integrated publishing system service; policy, procedures, technology, organization and methods of requisitioning for printing, distribution, and storage of work instruments, including the development and maintenance of an automated mailing list system service. *Retrievability:* Filed by subject matter.

RCC/CAE-435 *Formerly Identified as:* RCCE-930

Audit and Evaluation

Description: Information on internal audits of departmental activities. Information on evaluation and assessment of program components. *Topics:* Internal audit policy, plans and reports; program evaluation policy, plans and reports.

RCC/CAE-440 *Formerly Identified as:* RCCE-790

Access, Privacy and Human Rights

Description: Information on the departmental Access to Information and Privacy programs, policies and procedures. Information on complaints filed against Customs and Excise employees under the provisions of the *Canadian Human Rights Act*. *Topics:* Policy, procedures and report files; Access to Information and Privacy information bank files. *Retrievability:* Policies and procedures are filed by subject. Individual request files are numbered sequentially on a fiscal year basis. Requests are cross-referenced to the information bank files.

RCC/CAE-445 *Formerly Identified as:* RCCE-320

International Representation

Description: Information on departmental activities with various international organizations. *Topics:* Customs Co-operation Council (CCC); European Economic Communities (EEC); European Free Trade Association (EFTA); General Agreement on Tariffs and Trade (GATT); Multilateral Trade Negotiations (MTN); United Nations Conference on Trade and Development (UNCTAD); and others. *Retrievability:* General topics are filed by subject; organizations, by name; and trade negotiations, by country.

Deleted Classes of Records

The following have been deleted as the functions described in them are no longer performed, or they have been included in other classes of records.

RCCE-70 Enforcement Support
RCCE-630 Investigations — Gas Tax
RCCE-640 Procedures — Refunds
RCCE-650 Support Operations

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

Chapter 70

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

DEPARTMENT OF NATIONAL REVENUE (TAXATION)
(RCT)

MANAGEMENT CONTROLS DIRECTORATE (MCD)

005 Departmental Programs
010 Central Agencies — Reports
015 Internal Consulting Services
020 Management Information Systems

INTERNAL AUDIT AND EVALUATION BRANCH (IAE)

025 Operational Audit Programs
030 Program Evaluation
035 Internal Audit

LEGISLATION BRANCH (LEG)

040 Legislation Branch Memoranda – Research Material
045 Taxation Rulings – Subject Matter Files (Primary Files)
050 Taxation Research Master Files (Secondary Files)
055 Pension and Profit Sharing Plans
060 Charitable and Non-profit Organizations
065 Proposed and Enacted Amendments
070 Exchange of Information under Tax Treaties
075 Tax Treaty Files
080 Other International Matters
085 Provincial Information
090 Changes to International Provisions of the Income Tax Act
095 Social Security Agreements
100 Regulations
105 Mathematical Tax Models – Operation and Control
110 Statistics – Operation, Control and Release of Data
115 Statistical Services to the Department
120 Operations Research Studies

POLICY AND SYSTEMS BRANCH (PSB)

125 Assessing Programs – Planning and Control
130 T1 Individual Income Tax Returns – Initial Assessment Program
135 T1 Individual Income Tax Returns – Reassessment Program
140 T2 (Corporate) and T3 (Trust) and PGRT (Petroleum and Gas Revenue Tax) Assessment and Reassessment
145 Public Information and Enquiries Program
150 Coverage Policy and Legislation
155 Source Deductions and Collections
160 Revenue Accounting and Control
165 Payroll Audit and Enforcement
170 Technical Research and Enquiries
175 Registry Programs and Procedures
180 Non-Filers or Late Tax Filers
185 Taxroll Programs – Planning and Control

(continued)

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

POLICY AND SYSTEMS BRANCH (PSB)

(continued)

190 Audit Programs – Planning, Development and Control of Programs; Resource Allocation
195 Audit File Selection and Computer Application
200 Non-compliance Research – Audit Projects Development and Co-ordination
205 Audit Quality Review and Technical Enquiries
210 Audit Operations Evaluation
215 Audit Research
220 Technical Applications, Reassessing Policies and Procedures
225 Audit Publications
230 Business Equity Valuations and Real Estate Appraisals, Succession Duties; Estate Taxes
235 Policy Formulation and Staff Development
240 Judicial Processes
245 Programs Operations
250 Management Services
255 Tax Avoidance
260 Competent Authority Double Taxation Cases
265 Electronic Data Processing Requirements
270 Computer Operations
275 T1 (Individual Income Tax Return) Processing
280 Accounting and T2 (Corporation Tax Return) Processing
285 T1 (Individual Income Tax Return) Databases
290 General Sector and Information Centre
295 Information Systems

APPEALS BRANCH (APP)

300 Programs Management
305 Referrals – Objections
310 Appeals and Adverse Decisions
315 Determinations and Appeals

MANAGEMENT SERVICES BRANCH (MSB)

320 Revenue Reporting
901 Administration
903 Administrative and Management Services
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
914 Finance
915 Accounts and Accounting
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION
CO ORDINATOR
REVENUE CANADA, TAXATION
ROOM 429
123 SLATER STREET
OTTAWA, ONTARIO
K1A 0L8

DEPARTMENT OF NATIONAL REVENUE (TAXATION)

Overall Responsibilities

National Revenue (Taxation) is responsible for the administration and collection of individual and corporate income tax under the *Income Tax Act*. It collects provincial income tax from individuals for all provinces except Québec, and from corporations for all provinces except Québec, Ontario and Alberta. It also collects contributions under the Canada Pension Plan, premiums under the *Unemployment Insurance Act*, and taxes under the *Petroleum and Gas Revenue Tax Act*.

The Department's two main objectives are to collect taxes, Canada Pension Plan contributions and Unemployment Insurance premiums imposed under law, by encouraging voluntary compliance and by deterring tax evasion and tax avoidance; and to maintain public confidence in the integrity of the tax system by administering tax and related legislation fairly, uniformly and courteously as stated in the Declaration of Taxpayer Rights.

Many people assume that the Department that collects federal taxes also establishes the provisions of the *Income Tax Act*. National Revenue Taxation administers the tax laws passed by Parliament, but the Department of Finance initiates the government's tax policy.

Canada operates a self-assessment income tax system under which its citizens individually calculate the taxes they must pay according to the law. The Department is responsible for verifying the accuracy of taxpayer's returns.

If a taxpayer feels the law is not being correctly applied, he or she can dispute his or her tax assessment through the Department's appeal system and, if appropriate, through the courts.

Organization

At head office there are three assistant deputy ministers who administer three separate functions: Legislation, Policy and Systems, and Management Services. They report directly to the Deputy Minister. Also reporting directly are the director general of Appeals, a special advisor and the director of Legal Services who is employed by the Department of Justice as an advisor to the deputy minister. In addition, four regional assistant deputy ministers, responsible for the operational direction of district taxation offices and taxation centres, report directly to the deputy minister. The other branches are headed by directors general or directors reporting to their respective assistant deputy ministers.

Key Contacts

Taxation recognizes that taxpayers can comply with the law only when they know what is expected of them. For this reason, the Department provides information and assistance to taxpayers in several ways. The most convenient point of contact is one of the 30 district taxation offices and four sub-offices. District office staff provide assistance and answer tax questions over the counter, by telephone and by correspondence.

Public Relations Officers

In each of the district taxation offices there is a permanent or part-time public relations officer (PRO), depending on the size of the area served. The PRO is involved with most of the programs and services described below, working directly with the taxpaying public, with community leaders and organizations, and with local media.

Community Programs

Volunteer Program

The Volunteer Program assists taxpayers who cannot complete their own returns because of age, ill health, language or other difficulties. This is a community program in which district office staff train community group representatives and other interested individuals to complete basic tax returns. These volunteers then assist other taxpayers free- of-charge.

Teaching Taxes

This program helps teachers at the secondary and community college level give basic tax instruction. Students learn to prepare accurate returns and also acquire general knowledge of Canada's taxation system.

Rural Tax Scheme

This is a kit of information prepared for the farming community and distributed through the district offices to agricultural organizations or individuals.

Media Information

A wide range of tax information material is prepared for newspapers, radio and television each year. The Department provides an income tax resource kit to both daily and weekly newspapers as well as a foreign-language media kit in Canada. Brief public service announcements giving answers to common taxpayer questions or information on changes in tax law are distributed to radio and television stations during the filing season. In addition, the Department offers ongoing access to specific information through press releases, news briefs, speeches, interviews, and explanations of recent (or soon to be held) events related to taxpayers.

Films and Videos

Taxation has produced several programs on film and video cassette which are available in both official languages and may be borrowed from local offices of the National Film Board.

- Tax: The Outcome of Income (the historical evolution of Canadian income tax)
- Tax is Not A Four Letter Word (an animated film about tax collection)
- Meet the Martins (a message about completing tax returns correctly)
- A Choice of Two and The Sloane Affair (about corporate corruption and tax evasion)

In addition, 30-minute television programs are produced in English and French to assist the taxpayer with common questions and errors during the filing season.

Major Publications

The Department issues a variety of publications and forms, which are available free from the district taxation offices.

- Inside Taxation, the annual review, gives a broad overview of Taxation's philosophy, organization and operations. It also provides statistical and other detailed information.

Tax Guides

The Income Tax Guide that accompanies each tax return is the most important source of taxpayer information. However, other guides are produced for specific groups of taxpayers, such as

- Installment Guide for Individuals
- Farmer's Income Tax Guide
- Fisherman's Income Tax Guide

- Installment Guide for Farmers and Fishermen
- Immigrant's and Emigrant's Income Tax Guide
- Guide - T1 Income Tax Returns for Deceased Persons
- T2 Corporation Income Tax Guide
- Guide to the T3 Trust Information Return and Income Tax Return
- Installment Guide for Corporations
- Employer's and Trustee's Guide for Filing T4, T4A and T4F Returns
- Guide to the T5 Summary, Return on Investment Income and the T5 Supplementary, Statement of Investment Income
- Guide to Standard Financial Statements

Pamphlets and Leaflets

There are several series of publications dealing with specific aspects of taxation in everyday language.

Understanding Income Tax

- Filing Your First Return
- Paying Tax by Instalments
- Revenue Canada, Taxation
- Taxation Centres
- What Happens to Your Tax Return
- Obtaining the *Income Tax Act*

Family Series

- Child Care Expenses
- Child Tax Credit
- Moving Expenses
- Retirement Years
- Separation and Divorce
- The Student

Business Series

- Commission Earnings
- Rental Income
- Small Business

Financial Series

- Capital Gains
- Gifts in Kind
- Registered Home Ownership Savings Plans
- Registered Retirement Savings Plans
- Forward Averaging
- Canada Savings Bonds
- Registered Retirement Income Funds

Self-employed

- The Canada Pension Plan — Information for the Self-employed
- Unemployment Insurance Coverage Information for Barbers and Hairdressers
- Unemployment Insurance Coverage Information for Taxi and Passenger Vehicle Operators
- Unemployment Insurance Coverage Information for Self-Employed Fishermen
- Fishermen and Unemployment Insurance

Non-resident Series

- Canada and Its Tax Treaties
- Living Outside Canada

Technical Publications

Information circulars and interpretation bulletins, issued as the occasion demands, cover administrative matters and interpretations of the laws the Department administers. These series are of a technical nature and are used primarily by accountants, lawyers and other tax specialists. Annual indexes to the circulars and bulletins are available.

The Department also publishes an annual in-depth analysis of tax returns called Taxation Statistics. The latest edition provides statistics for the prior taxation year and is available through Supply and Services Canada or from bookstores authorized to sell government publications.

Access Procedures

The Access and Privacy Division is the organization responsible for administering the Access to Information and Privacy legislation for the Department. It provides advice on the interpretation and application of the law, regulations and procedures. It plans, organizes, directs and monitors national operations pertaining to the processing of requests for information pursuant to this legislation.

Although a single Minister presides over both Taxation, and Customs and Excise, for Access to Information and Privacy purposes, the departments are considered separate entities.

Therefore, formal access requests should clearly specify the Department — Taxation or Customs and Excise — from which information is being sought.

Taxation access requests should be directed to

Access and Privacy Co-ordinator
Revenue Canada (Taxation)
Head Office
Ottawa, Ontario
K1A 0L8

Management Controls Directorate

The directorate provides an internal consulting group that conducts evaluations and studies for departmental clients to improve their management practices and methods; a management information system that captures time utilization leave and production data for the use of managers throughout the Department; and a liaison role with organizations such as the Auditor General and the Comptroller General.

The directorate is comprised of two divisions: Internal Consulting and Management Information Systems.

Internal Consulting and Operational Audit Division

This division provides an internal consulting service comprising a group of management specialists responsible for improving the effectiveness, efficiency and economy of the Department's operations. Projects arise from managers who desire an independent review of an activity for which they are responsible and for which improvements are indicated to be necessary.

Manuals

- Taxation Operations Manual, Part 01 — Department Objectives and Policies

Management Information Systems Division

This division provides managers throughout the Department with information to assist them in their planning, controlling, monitoring and operational decision-making functions as well as with information to meet central agency requirements. The function is carried out through the development, implementation and maintenance of

computer systems designed to provide specific data and to integrate the data gathered through progressively higher levels of summarization to meet the needs of first-line supervisors up to the most senior level of corporate management.

Manuals

- Taxation Operations Manual, Part 50 — Time and Data Reporting
- Taxation Operations Manual, Part 82 — Personnel Records and Budget Systems Procedures

Internal Audit and Evaluation Branch

The branch conducts independent appraisals of the departmental activities, provides objective analyses and makes recommendations to all levels of management about the activities reviewed. This enables the Department to evaluate the economy, efficiency and effectiveness of the application of departmental policies, programs and procedures, as well as to assess the effectiveness of security measures in the protection of federal funds, property and the confidentiality of information. The function of this branch includes program evaluations to assess the continued relevance, impact and effectiveness of all departmental programs and internal audits which analyze and investigate the efficiency of all departmental operations.

The branch is also responsible for functional direction of operational audit units reporting to directors of district offices and taxation centres. This functional responsibility includes the planning, implementation, and monitoring of the Department's operational audit policies. Operational Audit provides assessments of individual field office compliance with policies and procedures to senior managers in field offices.

Manuals

- Taxation Operations Manual, Part 92 — Operational Audit
- Staff bulletins — contain procedures and work instructions for branch staff

Information Services Branch

The branch formulates public relations policies for the Department and provides information on its policies, programs and activities to the general public, the news media and organizations and individuals with a special interest in taxation. A broad variety of publications, audio-visual programs and media information covering a range of tax topics is produced and revised each year. The branch counsels the Department on information and public relations matters generally and advises management on possible public and media reaction to its programs and procedures. It also provides guidance to district office public relations officers.

Manuals

- Taxation Operations Manual, Part 91 — describes the Department's public relations policy and branch program responsibilities for publications, audio-visual material, advertising, public enquiries, media relations, prosecutions publicity and public speaking engagements
- Information Checklist — a directory of information programs, services and materials revised and distributed annually to public relations officers to help them select appropriate materials when planning local information activities

Legislation Branch

The Legislation Branch comprises 10 divisions of which two form the Corporate Rulings Directorate and two the Non-corporate Rulings and Publications Directorate. The other five divisions are Registration, Current Amendments, Regulations, Provincial and International Relations, and Statistics.

The assistant deputy minister of the Legislation Branch has accountability for interpreting the *Income Tax Act*, the Canada Pension Plan and the *Unemployment Insurance Act* and Regulations under them; for issuing interpretive publications and giving interpretations and binding rulings to satisfy the needs of departmental staff and the taxpaying public; for obtaining changes to the law to remove anomalies; for ensuring that amendments to the law proposed by other departments can be administered, and that they reflect government policy; for registering charities and deferred income plans and ensuring that they comply with the law; for administering agreements with other countries and the provinces; and for a statistical service which compiles income tax return data for the use of both the public and private sectors, and services departmental managers.

Corporate Rulings Directorate

This directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the *Income Tax Act* and Regulations and related legislation to all incorporated taxpayers and to district offices to ensure uniform application of the law to all incorporated taxpayers; for review of departmental forms, returns, circulars, and bulletins directed to corporations, to ensure they conform with the Act; for the review and recommendation to accept or appeal adverse court decisions concerning corporate taxpayers that, if accepted, would result in significant change in interpretation of the law.

Speciality Corporations Rulings Division

This division deals with certain corporate taxpayers involved in the mining, oil and forest industries, and with respect to corporate reorganizations. It provides replies to technical enquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings, technical recommendations and interpretations on proposed assessments. The division is responsible for recommendations to accept or appeal adverse court decisions concerning these taxpayers, and it also provides technical reviews of publications and forms directed to them.

Corporate Rulings Division

This division deals with certain corporate taxpayers involved in the merchandising, manufacturing, and construction industries and in the services industries, public utilities and exempt corporations. It provides replies to technical enquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings and technical recommendations on proposed assessments. The division is responsible for recommendations to accept or appeal adverse court decisions concerning these taxpayers, and it also provides technical reviews of publications and forms directed to them.

Bilingual Services and Finance Divison

This division deals with certain corporate taxpayers involved in the financial industries and with all corporate taxpayers where the language of request is French. It provides replies to technical enquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings and technical recommendations on proposed amendments. The division is responsible for recommendations to accept or appeal adverse court decisions concerning these taxpayers and it also provides technical reviews of publications and forms directed to them.

Non-corporate Rulings and Publications Directorate

This directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the *Income Tax*

Act and Regulations and related legislation to taxpayers other than corporations and to district offices; for technical review of departmental returns and forms intended for non-corporate taxpayers to ensure they conform with the Act; for the review and recommendation to accept or appeal adverse court decisions concerning non-corporate taxpayers that, if accepted, would result in significant change in interpretation of the law; for preparation of all interpretation bulletins and review of certain technical publications; for provision of a general information and advice service to district offices and taxation centres (the Hotline); and for chairing the Tax Remission Committee, under the provisions of the *Financial Administration Act*.

Non-corporate Rulings Division

This division provides replies to technical enquiries, binding advance rulings and technical recommendations on proposed assessments concerning non-corporate taxpayers. It also provides the Hotline service to answer enquiries received from district offices and taxation centres concerning all types of taxpayers. The division is responsible for recommendations to accept or appeal adverse court decisions, and it also provides technical reviews of returns and forms directed to them.

Publications Division

This division prepares and revises interpretation bulletins and certain information circulars and edits tax information pamphlets and certain internal technical memoranda. Such interpretation bulletins, information circulars and tax information pamphlets provide technical information to the public and departmental staff.

Registration Division

This division controls registration for taxation purposes of employees' pension plans, deferred profit-sharing plans, supplementary unemployment benefit plans, retirement savings plans, retirement income funds, home ownership savings plans, registered investments and charitable organizations. It controls issuing of certificates and letters of exemption to non-resident trusts or organizations and the filing of returns by agents of political parties and candidates.

Manuals

- Procedural Manuals — contain policy, guidelines and instructions for registration, revocation, annulment and administrative activities of the division

Current Amendments Division

This division recommends amendments to the *Income Tax Act* to facilitate its administration by the Department and reviews and advises on the administrative feasibility of all suggested amendments, including those proposed by the Department of Finance.

Regulations Division

This division drafts amendments to Regulations for specified parts of the Canada Pension Plan and the *Unemployment Insurance Act*, 1971 and to administrative provisions of Regulations under the *Income Tax Act;* and reviews and advises on the administrative feasibility of all suggested amendments to Regulations under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act*.

Provincial and International Relations Division

This division provides internal and external advice on problems in provincial and international tax law and obtains solutions to these problems; represents the Department at negotiations on tax treaties and international social security agreements, and at meetings on federal-provincial taxation problems; controls the exchange of confidential information between the Department and provincial governments, territories or tax treaty partners; and researches proposed amendments to the law, treaties and provincial or territorial tax agreements involving international, non-resident and provincial legislation to ensure that amendments proposed by other divisions and departments can be administered.

Manuals

- Taxation Operations Manual, Part 90 — contains information on income tax conventions with foreign governments and also touches on provincial matters

Statistical Services Division

This division provides statistical information compiled from income tax returns for use by policy and program analysts in both the public and private sectors; technical support to the Department in the area of statistics; a forecasting service in support of departmental planning activities; and mathematical models for use in policy analysis. It is also responsible for ways to generate information on non-compliance with tax laws in various segments of the Canadian population; develops information systems and optimization models for program planning, evaluation and control; and conducts operations research and computer simulations to make best use of human and financial resources in certain departmental operations.

Manuals

- Taxation Operations Manual, Part 07 — contains clerical instructions for collecting information about taxpayers from individual returns for statistical tabulation and modelling purposes
- Taxation Operations Manual, Part 04 — contains instructions for collecting tax filer information from corporation tax returns for statistical tabulation and modelling purposes

Policy and Systems Branch

This branch is comprised of the following three directorates: Verification and Collections, Audit, and Systems. It works closely with district offices and taxation centres on program matters and provides operational advice to the regional assistant deputy ministers.

The branch is accountable for formulation of national policy and programs governing collection of tax, Unemployment Insurance premiums and Canada Pension Plan contributions, and the filing and assessing of returns; for compliance and enforcement programs; and design and operation of computer and manual processing systems. The branch is also responsible for communicating with and accounting to the public and other government departments, as required by the federal and provincial income tax acts, foreign tax agreements, the Canada Pension Plan, *Unemployment Insurance Act* and other related statutes.

Verification and Collections Directorate

This directorate is responsible for policies, national programs and techniques governing deductions at source for income tax, Canada Pension Plan contributions and Unemployment Insurance premiums, and monthly and quarterly remittances made by corporations, trusts and individuals. It is also responsible for policies on the assessment of income tax returns, the collection of taxes and the filing of returns.

This organization comprises the Assessing, Accounting and Collections, and Taxroll divisions.

Manuals

- Taxation Operations Manual — contains policy, guidelines and procedures and logic applicable to the following divisions:
  - — Assessing — Parts 32, 39-44, *Petroleum and Gas Tax Act* PG24 and PG26
  - — Taxroll — Parts 26-31, and Corporation Manual 20
  - — Accounting and Collections — Parts 22-25, 35-37, 46, 54, 57, 58, 64-67, Corporation Manuals 40, 92 and 96, Taxation Centre Manuals 35, 56, 57 and 58

Assessing Division

The division plans and directs national programs to assess (T1) individuals, (T2) corporate, (T3) trust and petroleum and gas producers tax returns, and to reassess returns as a result of post-assessing verification and taxpayer requested adjustments. It also provides a related information and enquiry service to the public.

Manuals

- Taxation Operations Manual, Parts 32, 39-44 — contains technical applications, policies and procedures for the assessment and re-assessment of returns, and related enquiry programs
- Public Information Reference Guide
- Petroleum and Gas Revenue Tax Manual

Accounting and Collections Division

This division develops and directs departmental programs to collect federal and provincial income tax, non-resident tax, Canada Pension Plan contributions, Unemployment Insurance premiums and petroleum and gas revenue and/or royalty tax; develops administrative and enforcement policy and procedures for all deductions at source required pursuant to the *Income Tax Act* and coverage provisions of the Canada Pension Plan and *Unemployment Insurance Act*. This division is responsible for the control and processing of all payments to the Department and for departmental accounting procedures, including the assessment of interest charges and/or credits for all taxpayers (including corporate).

Manuals

- Taxation Operations Manual, Parts 22-25, 35-37, 54, 55, 57, 58, 64-67
- Corporate Manuals, Parts 40, 92, 96
- Taxation Centre Manuals, Parts 24, 35, 46, 57, 58 — contain policy, guidelines, techniques and procedures and logic

Taxroll Division

This division develops, implements and monitors national policies, procedures and systems relative to the enforcement of statutes governing the filing requirements of income tax and some third-party information returns such as T4 (statement of remuneration paid), T5 (return of investment income), T600 (ownership certificate) and NR4 (statement of amounts paid or credited to non-residents of Canada) together with the related late and non-filer (delinquent action) programs; and provides internal file access to all other operational areas of the Department for the purpose of ensuring that compliance with the law is maintained.

Manuals

- Taxation Operations Manual, Parts 26-31

Audit Directorate

The directorate develops, implements and monitors national policies, procedures, systems and programs for the selection, audit, investigation and review of tax returns in the corporate, trust and self-employed sectors of the economy to ensure the highest degree of taxpayer compliance and enforcement of tax laws.

This organization comprises the Audit Programs, Specialized Audit, Special Investigations, and Tax Avoidance and Foreign Operations divisions.

Manuals

- Taxation Operations Manual, Parts 10-16 — contains policy and procedures for audit and enforcement functions
- Special Handbook on the Group Head Function

Audit Programs Division

This division plans, controls and evaluates national audit programs; develops a computerized system for determining audit workload and selecting files for audit; evaluates district office operation; develops, implements and monitors programs designed to ensure uniform application of the *Income Tax Act* and Regulations and departmental policies; develops sources and communication channels and co-ordinates the processing of information to assist the planning of compliance activities; co-ordinates and monitors national audit projects designed to recover unpaid taxes, if any, from specific classes or groups of taxpayers; develops and implements policy on computer-assisted audits.

Manuals

- Taxation Operations Manual, Parts 10 and 16 — contains criteria for non-compliance identification, file selection, program evaluation and national projects, and guidelines and procedures for the audit function

Specialized Audit Division

This division develops and implements national policy on specialized auditing techniques and assessing practices, develops and maintains audit publications and training programs, monitors specific audit applications, and provides technical and operational assistance to field staff involved in the audit of specific major industries, corporations, trusts, self-employed individuals, business equity valuations, real estate appraisals and international audit issues.

Manuals

- Taxation Operations Manual, Parts 12, 13, 14 — contains policy, guidelines, techniques and procedures for conducting audits and projects, appraising real estate and valuing business equities
- Special Handbook on the Group Head Function

Special Investigations Division

This division develops and implements national policy and objectives and plans, controls and evaluates field programs and projects for the detection, investigation and criminal prosecution of violations of the *Income Tax Act*, Canada Pension Plan, *Unemployment Insurance Act* and various provincial statutes.

Manuals

- Taxation Operations Manual, Part 11 — contains policy, guidelines and procedures for the enforcement of tax laws

Tax Avoidance and Foreign Operations Division

This division develops and implements national policy, procedures and programs to detect and challenge schemes and arrangements that reduce, defer or avoid taxes by circumventing the law or thwarting its intent; and negotiates and reviews proposed solutions of competent authority cases involving double taxation as provided for in tax treaties, and co-ordinates Canada's participation in international joint audits.

Manuals

- Taxation Operations Manual, Part 15 — Tax Avoidance
- Taxation Operations Manual, Part 10(16)0 — Competent Authority
- Taxation Operations Manual, Part 14(51)0 — Guidelines for the United States — Canada Simultaneous Examination Program

Systems Directorate

The directorate is responsible for all departmental data processing equipment, including micro-computers, and related applications, telecommunications and systems software. It conducts feasibility studies, develops and maintains computer systems and writes procedural instructions in support of departmental programs, and operates the main computer installation and associated communications networks. Some electronic data processing (EDP) services are provided to other federal departments and other levels of government.

This organization comprises the Computer Services, Tax Systems and Information Systems divisions and the Financial and Administrative Services sector, which looks after all EDP requirements.

Computer Services Division

The division operates and develops the Department's central computer installation and associated national communications networks. It also provides functional direction on matters relating to data processing operations to the district offices and taxation centres.

Tax Systems Division

This division is responsible for the implementation and maintenance of electronic data processing systems and procedures that process data extracted from tax returns; the provision of documentation and operating instructions; the development of standards and guidelines for program development; and maintenance of functions, including analysis, design, testing, quality assurance and proper response to problems. The division is also responsible for the provision of similar systems services to certain other federal departments and other levels of government.

Information Systems Division

This division is responsible for the implementation and maintenance of the electronic data processing systems and procedures for the processing of administrative information for the Department; for the design and administration of departmental databases; for the provision of documentation and operating instructions; for the development of standards and guidelines for program development and maintenance functions, including analysis, design, testing, quality assurance, proper responses to problems; for the development and operation of an information centre of electronic data processing staff to facilitate quicker user access to data; and to provide similar systems services to certain other federal departments and other levels of government.

Appeals Branch

The branch establishes policy and procedures for consideration and disposition of notices of objection to assessments under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act* and for the determination of questions under the Canada Pension Plan and *Unemployment Insurance Act*. It plans, organizes, directs, implements and controls national programs, and instructs the Department of Justice on conducting appeals to the Pension Appeals Board, the Tax Court of Canada, the Federal Court and the Supreme Court. The appeals activity is kept separate from audit work. The Department recognizes that to be equitable and objective, the officers who exercise the appeals function should not be those who were responsible for the original assessments.

The Appeals Branch comprises the Policy and Programs Division, the Appeals and Referrals Division, and the Canada Pension Plan and Unemployment Insurance (CPP/UI) Determination and Appeals Division.

Manuals

- Taxation Operations Manual, Part 70 — contains policies and procedures for consideration and disposal of objections and for the conduct of appeals

Policy and Programs Division

This division plans, organizes, directs and controls a national program for the consideration and disposition of notices of objection to assessments under the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act* and for the conduct of appeals to the Tax Court of Canada (other than for the Ottawa region); and plans and monitors national programs for the determination of questions under the *Unemployment Insurance Act* and the Canada Pension Plan and for the conduct of appeals to the Pension Appeals Board, the Tax Court of Canada, the Federal Court and the Supreme Court.

Manuals

- Taxation Operations Manual, Part 70:
  - — Chapter 7010, Appeals Branch policies
  - — Chapter 7020, District Office and Taxation Centre Appeals Division procedures
  - — Chapter 7030, Designated Appeals Offices procedures (Tax Court of Canada cases)
  - — Chapter 7050, District Office and Taxation Centre Appeals Division form letters
- New Appeals Officers' Handbook (training)
- T2008A Binder (instructions for issuing the Minister's Notification of Confirmation)
- Test Check Manual — designed to assist chiefs of appeals in monitoring workload

Appeals and Referrals Division

This division provides assistance to district office and taxation centre appeals divisions in the consideration and disposal of objections; instructs the Department of Justice on the conduct of appeals to the Tax Court of Canada (Ottawa region), the Federal Court and the Supreme Court; and reviews adverse court decisions to determine if they should be appealed to a higher court.

Manuals

- Taxation Operations Manual, Part 70, Chapter 7010, Appeals Branch Policies — contains the policies and procedures for consideration and disposal of objections and for the conduct of appeals

CPP/UI Determination and Appeals Division

This division answers determination requests related to coverage under the *Unemployment Insurance Act* and the Canada Pension Plan, and reconsiders income tax assessments under objection on related matters; provides functional guidance to district office appeals divisions on Unemployment Insurance and Canada Pension Plan matters; instructs the Department of Justice concerning appeals to the Tax Court of Canada, the Pension Appeals Board, the Federal Court and the Supreme Court; and reviews adverse decisions to determine whether they should be appealed to a higher court.

Manuals

- Guidelines on Ministerial Determinations — a guide to examining determination requests and drafting determinations
- Digest of Unemployment Insurance Jurisprudence — summarizes the jurisprudence in certain insurability areas

Management Services Branch

The branch is responsible for the planning, development and monitoring of national policies, procedures and programs in the area of finance, personnel, training and general administration, as well as the direct provision of these services to head office. The branch is comprised of the following directorates and divisions:

Planning and Review Directorate

This directorate is generally accountable for advising the assistant deputy minister, Management Services on the efficiency and effectiveness of the Department's finance, personnel, administration and training programs; the planning and resource allocation framework for the branch; the feasibility of proposed programs and projects; and the co-ordination of inter-directorate initiatives. The directorate is responsible for the design, development and maintenance of the Management Services planning process, for functional review and analysis and for special audit and evaluation programs.

Manuals

Although the Planning and Review Directorate does not author any Taxation Operations manuals, it uses those of the other Management Services Branch directorates and divisions when conducting functional reviews, audits and evaluations.

Personnel Directorate

This directorate is responsible for the administration of all personnel programs, which includes researching and formulating national policies, guidelines, procedures and program plans in the areas of position classification, pay and benefits, staffing, staff relations, human resources, equal opportunities and personnel services. The directorate also provides an advisory service in these areas, co-ordinates some national staffing programs, classifies positions for which local and regional management do not have authority, and advises the deputy minister on final level grievances. The directorate is comprised of the Human Resources, Classification and Organization, Employee Relations and Services and head office Personnel Operations divisions.

Manuals

- Taxation Operations Manual — contains policy, guidelines and procedures applicable to the administration of personnel; Parts 8010, 8015, 8019, 8020, 8030, 8040, 8077, 8080, 8090, 8095, 8096, 8097, dealing with staffing, staff relations, classification, swearing of oaths, special identification and authorization cards, incentive award programs, manpower planning, career assignment, equal opportunities, performance review, official languages and personnel services
- Personnel Administration Letters — describe departmental policy, guidelines and procedures on a variety of personnel matters

Human Resources Division

This division is responsible for the design, development, implementation and monitoring of human resources policies and programs throughout the Department, encompassing staffing, human resources planning and development, official languages, affirmative action and senior management career programs; providing advice and guidance to field operations on human resources matters and for managing non-delegated activities and national programs in this field.

Manuals

- Taxation Operations Manual, Part 80, Part 8010-13 — Manpower Planning; Part 8014 — Career Assignment Policy; Part 8015 — Policy on Equal Opportunities for Employees; Part 8019 — Performance Review and Employee Appraisal; Part 8020 — Official Languages; Part 8030 — Staffing; Part 8072 — Authorized Staff Training and Development

Classification and Organization Division

This division is responsible for researching, developing and monitoring policies for position classification and organization design; analyzing organization and classification submissions for non-delegated groups and levels; providing advice and guidance to head office and field management.

Manuals

- Taxation Operations Manual, Part 8080 — Classification

Employee Relations and Services Division

This division is responsible for the development and monitoring of national personnel policies, program plans and procedures in the areas of Staff Relations, Safety and Health, Pay and Benefits and Personnel Information Systems.

Manuals

- Taxation Operations Manual, Part 8040 — Staff Relations; Part 8090 — Personnel Services

Head Office Personnel Operations Division

This division is responsible for directing the management of personnel programs, planning, organizing, co-ordinating and controlling a complete and fully delegated personnel program for the head office organization; providing advice and guidance to line managers on all aspects of staffing, compensation, staff relations and associated personnel specialities.

Manuals

The division uses manuals and records as described by the other divisions reporting to the director general, Personnel Directorate, and the Centre for Career Development.

Centre for Career Development

The centre is responsible for the design and implementation of all technical, managerial and language training programs in the Department. These programs are aimed at ensuring a continuing supply of well-trained staff ready to meet the specialized needs of operational managers responsible for fulfilling the Department's role.

Manuals

- Taxation Operations Manual, Part 8070 — departmental course catalogue

Tax Forms Directorate

This directorate is responsible for the development and implementation of an effective program in the area of mail, messenger and distribution; the design, production and distribution of all federal tax forms and related printed instructions, and for all general operational communications and forms used in head office, district offices and taxation centres. The directorate ensures that all forms meet the requirements of the *Income Tax Act* and related Acts and that they are available as required in both official languages. It also ensures they are compatible with machine and/or computer processing requirements. The directorate is accountable for forecasting and expenditures related to printing and distribution.

Manuals

- Taxation Operations Manual — 09 — Printing and Forms Management
- Taxation Operations Manual — 60 — Mail and Messenger Services

Administrative Policy Directorate

This directorate researches and formulates national policies, guidelines, procedures and program plans in all areas of administrative policy including materiel management, accommodation, office communication systems, records management, library services, word and information processing, access to information and privacy. The directorate provides services in these areas to the head office complex.

Manuals

- Taxation Operations Manual — 59 — Materiel Management; 61 — Premises (procedures relating to accommodation, buildings, etc.); 6130 — Office Communications Systems
- Taxation Operations Manual, Part 6140 — Telecommunications Management
- Taxation Operations Manual — 62 — Records (records office procedures, retention and disposal schedules, etc.); 68 — Word Processing; 69 — Departmental Master File Classification System; 05 — Access to Information and Privacy

Security Directorate

This directorate develops, implements, monitors and promotes national security policies, procedures and programs relative to the protection of departmental information, employees and assets.

Manuals

- Taxation Operations Manual, Part 02 — Security Administrator Handbook

Finance Directorate

This directorate is responsible for the design, planning and resourcing of all finance-related programs throughout the Department; for maintaining systems and procedures for financial control; for cash forecasting; and for analysis and reporting of assessed and cash revenue to the Department of Finance and provincial governments.

Manuals

- Taxation Operations Manual, Part 51 — describes the means of maintaining control and the actual delegations of financial signing authorities made by the Minister and deputy minister; and instructions pertaining to coding and classification of expenditures and accounting for expenditures; Part 53 — instructions for the preparation of the operating budget and for the reporting of manpower utilization; Part 66 — instructions for the general ledger function and for daily revenue report preparation

Classes of Records

RCT/MCD-005 *Formerly Identified as:* RCT-10

Departmental Programs

Description: Information on computer listings of coverage and results of departmental programs, comparing actual resource utilization and production to budget; and on planning and co-ordination of departmental translation requirements. *Topics:* Statistical computer listings on program results by comparison of budgeted to actual person hours and production.

RCT/MCD-010 *Formerly Identified as:* RCT-20

Central Agencies — Reports

Description: Information on central agency reports containing results obtained by monitoring departmental activities such as the processing of returns and handling of refunds; analysis and feedback by the Department on report content; information from other head office divisions on report content affecting their areas of responsibility. *Topics:* Central agency reports outlining activities reviewed, agency findings and recommendations and the Department's comments; communications with central agencies such as Auditor General, Comptroller General, Privy Council, and Impac Co-ordination.

RCT/MCD-015 *Formerly Identified as:* RCT-30

Internal Consulting Services

Description: Information on studies such as T1 Accounts Correspondence Control System, Review of Services Unit — Accounting and Collections Division, Assessment of Records Management Systems, Management Information Systems Output Review, which are designed to improve the effectiveness, efficiency and economy of the operations. *Topics:* T1 accounts; services unit review - accounting and collections; records management systems; management informations systems.

RCT/MCD-020 *Formerly Identified as:* RCT-100

Management Information Systems

Description: Information on the development, implementation and maintenance of Management Information Systems, including time and production systems, personnel systems and financial systems. *Topics:* Time Production System (TPS); Personnel Management System (PMS); Attendance, Leave, Overtime, Shift and Standby System (ALOSS); A Resource Management Systems (ARMS).

RCT/IAE-025 *Formerly Identified as:* RCT-40

Operational Audit Programs

Description: Information on Operational Audit policy and objectives, coverage, plans, monitoring and reports of the audit activity. *Topics:* Organization structure; forecasting, budgeting and resource utilization; workload selection; specific activities audited; control of remittances, general security, sensitive transcript and voucher control.

RCT/IAE-030 *Formerly Identified as:* RCT-630(B)

Program Evaluation

Description: Information on program evaluation plans, steps carried out, records of interview, organization charts, statistical data, queries and replies and general correspondence. *Topics:* Policy, evaluation procedures, long-term and annual evaluation plans, working papers, reports of findings and conclusions, recommendations.

RCT/IAE-035 *Formerly Identified as:* RCT-640(B)
Internal Audit
Description: Information on audit plans, audit steps carried out, records of interviews, organization charts, statistical data, queries and replies and general correspondence. *Topics:* Audit policy and procedures, audit schedules and planning, manual and computerized audit programs, audit working papers, audit reports; departmental operations and staff matters (RCT/P-PE-803).

RCT/LEG-040 *Formerly Identified as:* RCT-110
Legislation Branch Memoranda — Research Material
Description: Information on interpretations of significant or problematic income tax matters. Research files contain copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each memorandum issued to departmental staff. *Topics:* Technical interpretations, background information and intended effect on certain aspects of the *Income Tax Act*, Canada Pension Plan, *Unemployment Insurance Act*, reciprocal tax treaties, the Income Tax Acts of agreeing provinces and related Regulations, specific topics such as Universities Outside Canada, Forgiveness of Loans and Educational Institutions.

RCT/LEG-045 *Formerly Identified as:* RCT-120
Taxation Rulings — Subject Matter Files (Primary Files)
Description: Correspondence with taxpayers on matters relating to interpretations of the *Income Tax Act* and Regulations, including copies of advance income tax rulings and requests for technical interpretations. *Topics:* Subject files are broken down into specific subject topics as listed in the index to the *Income Tax Act* and Regulations and related legislation, e.g., income from office or employment, capital cost allowances, gifts, dividends, property, deceased taxpayers, expenses. Files contain both the incoming taxpayer enquiry and the outgoing response. *Retrievability:* Correspondence is filed chronologically under the relevant topic: a card index is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative.

RCT/LEG-050 *Formerly Identified as:* RCT-130
Taxation Research Master Files (Secondary Files)
Description: Information on technically significant tax interpretations, income tax rulings, legal opinions in respect of specific sections of the Act, Regulations and other related legislation, and included in the Taxation Rulings subject matter files. In many cases taxpayers involved are identified. *Topics:* Subject topics are the same as indicated in RCT/LEG-045 except that they contain only the outgoing response to taxpayer enquiries and are filed by section or subsection of the Act, e.g., 5(1) Income from office or employment, Section 115 non-residence taxable income earned in Canada, 130 Investment Corporations. *Retrievability:* Correspondence is filed chronologically under the relevant section or subsection; a card is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative.

RCT/LEG-055 *Formerly Identified as:* RCT-140
Pension and Profit Sharing Plans
Description: Information on registration and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), supplementary unemployment benefit plans (SUBPs), retirement savings plans (RRSPs), home ownership savings plans (RHOSPs), retirement income funds (RRIFs); registered investments (RIs); approval of special payments to employee pension plans; and the development of forms and information circulars. *Topics:* Research and subject files on specific provisions concerning EPPs, DPSPs, SUBPs, RRSPs, RHOSPs, RRIFs and RIs (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for completing style letters; instructions for completing computer transcripts for the PLEGE program; development and amendment of forms; development and amendment of information circulars.

RCT/LEG-060 *Formerly Identified as:* RCT-150
Charitable and Non-profit Organizations
Description: Information on the registration of charities and Canadian amateur athletic associations; review of information returns, special ministerial approvals and designations; applications under the Canada — U.S. Reciprocal Tax Convention; submissions from educational institutions and universities both inside and outside Canada; and the development of forms and information circulars. *Topics:* Research and subject matter files on various matters dealing with charity and amateur sports (contain correspondence with taxpayers, transcripts of court cases); directives on processing applications for registration; instructions for completing style letters; instructions for completing computer transcripts; development and amendment of forms; development and amendment of information circulars; returns of information regarding charitable organizations (T2052 and T3010).

RCT/LEG-065 *Formerly Identified as:* RCT-160
Proposed and Enacted Amendments
Description: Information on memoranda, discussion papers and other background material in connection with proposed amendments. This material is maintained in confidential files until each amendment is passed by Parliament. *Topics:* Correspondence and liaison memoranda with other divisions, the Department of Finance and other government departments; subject matter files, by section of the *Income Tax Act*, containing all material related to a given amendment.

RCT/LEG-070 *Formerly Identified as:* RCT-180
Exchange of Information under Tax Treaties
Description: Information on requests between competent authorities for information on taxpayers required to assess taxes under the respective taxing statutes. *Topics:* Requests to foreign governments for specific taxpayer information, with copies of information supplied; requests from foreign governments for specific taxpayer information, with copies of information supplied; general information and correspondence on procedures followed; interpretation of provisions in treaties.

RCT/LEG-075 *Formerly Identified as:* RCT-190
Tax Treaty Files
Description: Information on the negotiation of all tax treaties including all of the notes and minutes of negotiation meetings. *Topics:* Separate series of files for each set of negotiations with treaty countries and general files on the interpretation of treaties. Some examples include treaties with Australia, Barbados, Belgium, Israel, Switzerland, the United Kingdom, and the United States.

RCT/LEG-080 *Formerly Identified as:* RCT-200
Other International Matters
Description: Information on relations with the Department of External Affairs, other governments, taxpayers both domestic and foreign, and with international organizations, on matters not covered under other classes of records. *Topics:* Sovereign immunity and non-resident problems; international joint programs; Commonwealth Association of Tax Administrators (CATA); Organization for Economic and Co-operative Development (OECD); Centro Interamericano de Administradores Tributarios (CIAT).

RCT/LEG-085 *Formerly Identified as:* RCT-210
Provincial Information
Description: Information on dealings with the Department of Finance with provincial governments and other divisions within the Department on the administration and interpretation of the law, collection agreements and changes to provincial law. *Topics:* Exchange of information with provinces regarding individual

taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation of collection agreements; administration of collection agreements.

RCT/LEG-090 *Formerly Identified as:* RCT-220
Changes to International Provisions of the Income Tax Act
Description: Information on recommendations for changes to various provisions of the *Income Tax Act*, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada. *Topics:* Files on proposed changes to the Act such as Part XIII (Sections 212-217) dealing with the taxation of income from Canada of non-resident persons (interest, dividends and royalties). The provision for foreign tax credits in Section 126 and the provisions dealing with residents in Section 250 are further examples.

RCT/LEG-095 *Formerly Identified as:* RCT-230
Social Security Agreements
Description: Information on the negotiation of social security agreements with Québec and with foreign governments in conjunction with Health and Welfare Canada and implementation of these agreements. Canada has social security agreements with France, Greece, Italy, Jamaica and Portugal. *Topics:* Negotiations of the agreements; implementation of the agreements.

RCT/LEG-100 *Formerly Identified as:* RCT-170
Regulations
Description: Information on memoranda, discussion papers, correspondence and other background material relating to new, or amendments to existing, regulations; copies of Orders-in-Council and schedules thereto, submission letters and communications between the deputy minister and the Minister. *Topics:* Liaison with other divisions, departments or agencies; subject matter files by part (of regulations) number containing materials related to amendment; chronological file containing master copies of all amendments and communications from the deputy minister to the Minister.

RCT/LEG-105 *Formerly Identified as:* RCT-50
Mathematical Tax Models — Operation and Control
Description: Information on the objectives, work, duties and responsibilities of the various tax model work groups; tax model sample selection schemes; computer database files and record layout; computer program documentation; computer simulation system documentation; and data transcription instructions. *Topics:* Administrative workload and processing model; tax return processing simulation model; personal taxation simulation model; corporation taxation simulation model; transcription instructions; techniques to prevent release of identifiable taxpayer information; corporate, individual and family database files; operational computer programs; sampling techniques.

RCT/LEG-110 *Formerly Identified as:* RCT-60
Statistics — Operation, Control and Release of Data
Description: Information on the objectives, work, duties and responsibilities of the various work groups tabulating statistics; on computer program documentation and design; on sample designs, data transcription techniques and instructions; on data base files and record layouts; on requests for and releases of data; and on data tabulations compiled. *Topics:* Statistics on individuals with various breakdowns by age, sex, occupation, and geographic region; corporation income statistics; trusts and charitable organizations statistics; requests for and releases of statistical information by source, personal, corporation and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; records of releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; internal administrative statistics on assessments, audits, and post-assessing projects.

RCT/LEG-115 *Formerly Identified as:* RCT-70
Statistical Services to the Department
Description: Information on forecasts of expected filing patterns of individual, corporate and trust, income tax returns; on statistical schemes and consulting services provided to divisions in the Department. *Topics:* Mobility studies of the movement of tax filers; consulting services provided to the Department; research studies related to the mobility of tax filers, statistical services provided to the Department; forecasts of various workload indicators.

RCT/LEG-120 *Formerly Identified as:* RCT-90
Operations Research Studies
Description: Information on the statement of a problem, method of approach, and the mathematical and operations research techniques involved in each study: summary of data requirements, design and procedures required to perform each study; on system analysis, design and programming documentation to process data of each study; and on data analysis, reports, data files and correspondence produced during each study. *Topics:* Planning process studies; effectiveness studies; work optimization studies; workload and file selection studies; profile analysis; trend analysis studies.

RCT/PSB-125 *Formerly Identified as:* RCT-240
Assessing Programs — Planning and Control
Description: Information on program forecasts and budgets of assessing operations in head office, district offices and taxation centres; development and implementation of work and quality standards and of production and resource-utilization systems; review of field operations, organizational structures and job descriptions. *Topics:* Liaison with other departments and head office divisions; manpower resource allocation and utilization directives to field offices; budgets and programs — forecasts, allocations, results, evaluation and systems; organizational structures of district offices and taxation centres and related job descriptions.

RCT/PSB-130 *Formerly Identified as:* RCT-250
T1 Individual Income Tax Returns — Initial Assessment Program
Description: Information on the planning, control and monitoring of the T1 Initial Assessment programs; the publication of the T1 (individual tax return) Return Tax Form and related schedules; systems, procedures and policies designed to verify the accuracy of individual returns and to issue notices of assessment. *Topics:* Estimates and budgets; evaluation reports; person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; tax preparers and issuers of receipts form approval; consultations, negotiations and proposals on provincial taxes, rebates, royalties and credits; T1 initial assessment and reassessment system — computerized and manual; job descriptions; organizational structures.

RCT/PSB-135 *Formerly Identified as:* RCT-260
T1 Individual Income Tax Returns — Reassessment Program
Description: Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and policies established for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessments. Adjustment may result from additional information submitted by taxpayers or from further verification of returns initiated by the Department. *Topics:* Estimates and budgets; evaluation reports, person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; T1 compliance verification systems — computerized and manual; consultations and negotiations with provinces on verification of provincial taxes assessed, rebates, royalties and credits for individuals; job descriptions; organization structures.

RCT/PSB-140 *Formerly Identified as:* RCT-270
T2 (Corporate) and T3 (Trust) and PGRT (Petroleum and Gas Revenue Tax) Assessment and Reassessment
Description: Information on the planning, control and monitoring of T2 (corporate tax returns), T3 (trust tax returns) and PGRT (petroleum and gas revenue tax returns) assessment and reassessment programs; systems, procedures and related policies designed to check the accuracy of corporation, trust and petroleum and gas tax returns, to determine adjustments required and to issue notices of assessment or reassessment. *Topics:* T2 assessment and reassessment systems — computerized and manual; T3 and PGRT assessment and reassessment — manual system; T2, T3 and PGRT compliance — verification system — computerized and manual; directives to field offices on interpretation of policies and procedures; operational and administrative communications with field offices, head office divisions and other government departments; reports evaluating field offices' assessments and reassessments of T2 and T3 returns; consultations and negotiations with provinces on administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations, trusts and petroleum and gas producers.

RCT/PSB-145 *Formerly Identified as:* RCT-280
Public Information and Enquiries Program
Description: Information on the planning, control and monitoring of information programs on T1 (individual), T2 (corporation) and T3 (trust) income tax returns; the publication of guides, circulars and booklets for use by the general public; administrative policy and technical interpretations. *Topics:* Administrative application of interpretations of the *Income Tax Act* concerning reporting requirements for individuals, corporations and trusts; consultations with provinces on the content of information materials concerning provincial taxes, rebates, royalties and credits, both for the public and for departmental use; estimates and budgets; evaluation reports; person-year utilization; functional audits; suggestions for improvements to guides and booklets; administrative and operational communications to and from field operations; job descriptions; organization structures.

RCT/PSB-150 *Formerly Identified as:* RCT-290
Coverage Policy and Legislation
Description: Information on departmental policy and procedures in all areas pertaining to coverage under the Canada Pension Plan and *Unemployment Insurance Act;* research on Canada Pension Plan and Unemployment Insurance legislation; provisions of the *Income Tax Act* concerning source deductions, installment payments and related regulations. *Topics:* Taxability, pensionability and insurability of payments and status of individuals and employers; records of earnings and employment (including reports on monitoring visits and statistics).

RCT/PSB-155 *Formerly Identified as:* RCT-300
Source Deductions and Collections
Description: Information on the planning and development of work programs, budgets, forecasts, production reports, policies and procedures dealing with late or delinquent taxpayer accounts; the development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems, including IPS (information processing system); the development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized). *Topics:* Collection cases (individual and corporate); data relating to prosecutions (failure to remit deductions at source); statistics (computer data on computer-based systems, e.g., PAYDAC, CINDAC, CORPAC); Auditor General queries; case law; demands for payments; taxability, pensionability and ensurability; information processing system; processing and verification of information returns; source deductions and collection programs; collections (general matters pertaining to collection of accounts); federal Acts affecting collection techniques (e.g., *Bankruptcy Act, Bulk Sales Act, Bank Act, Employment Standards Act*); collection and control of petroleum and gas revenue and/or royalty subject to tax; summary of remuneration paid (T4/T4A return); return of amounts paid or credited to non-residents of Canada (NR4/NR4A return); information return — fisherman (T4F return); return of allocations and payments under employee profit-sharing plan (T4RSP).

RCT/PSB-160 *Formerly Identified as:* RCT-310
Revenue Accounting and Control
Description: Information on the development and implementation of accounting and revenue-control systems for corporate, individual, trust, resident and non-resident accounts; information contained in the general and subsidiary ledgers; systems and procedures for calculating and reporting interest, accounts receivable, including cash payments of tax, and refund and assessments; evaluation of programs and monitoring of operational units. *Topics: Income Tax Act* pertaining to the calculation of interest and penalties, and refunds; interest and penalties (correspondence with taxpayers); payment of tax (correspondence with taxpayers); monitoring visit reports; computer operations, general (reports and source documents on processing of financial transactions); matters pertaining to various aspects of operations.

RCT/PSB-165 *Formerly Identified as:* RCT-320
Payroll Audit and Enforcement
Description: Information on payroll audit policy and procedures; operational and administrative guidance to field offices; monitoring statistics of non-resident tax audits, payroll audit enforcement and collection programs. *Topics:* Payroll audits (includes benefit, employment and income audits, regular payroll audits and non-resident tax audits and employment tax credit); withholding, remitting and reporting; monitoring of source deductions and collections activities; uncollectible debt reviews; operational and administrative communications to field operations.

RCT/PSB-170 *Formerly Identified as:* RCT-330
Technical Research and Enquiries
Description: Information on the technical application of interpretations regarding collection of income tax, Canada Pension Plan contributions, Unemployment Insurance premiums and non-resident tax remittances; recommendations for legislative changes. *Topics:* Taxability, pensionability and insurability (allowances and benefits); projects and enquiries (specific projects undertaken and enquiries from the public); technical application of the *Income Tax Act* as it pertains to non-residents and of Regulation 105 as it applies to non-residents rendering services in Canada under Part I of the Act.

RCT/PSB-175 *Formerly Identified as:* RCT-340
Registry Programs and Procedures
Description: Information on the development and publication of guidelines for enforcing statutes governing filing requirements for income tax and third-party information returns; on the processing of returns; on related computer systems; on storage and retrieval of returns through the on-line computerized charge-out system; on the internal file service to district offices and taxation centres; and on the security of returns. *Topics:* Individual taxpayer master file system (TAPMA) RCT/P-PU-040 which includes the following applications: Income and Deductions, TAPMA Ident, forward averaging amounts, refund cheque number, DELPAC Display, Summary of T1 Data, Intercept Display, Income and Deductions Print, Delinquent Action Print, TAPMA Print; Action Request: Delinquent Action, Set (or Down) Intercept, Set (or Down) RAP Inhibit, Select TAPMA Master for on-line display, Set (or Delete) CINDAC Stall Code; corporation master file system (CORPAC); surname, Social Insurance Number Query Program; T4 Amendment Query and Confirmation Program; filing requirements and policy relative to late

filing penalties on information returns (T3 trust, T3D deferred profit-sharing plan or revoked plan information return and income tax return, T3P employees pension plan information return and income tax return, T3S supplementary unemployment benefit plan information return and income tax return, T3H-IND registered home ownership savings plan individual information return and income tax return, T3R-IND registered retirement savings plan individual information return and income tax return, T3-RIF-IND registered retirement income fund individual information return and income tax return, T3R1 registered investment information return and income tax return, T4PS return of allocations and payments under employees' profit-sharing plan, T4 HOSP statement of registered home ownership savings plan income, T4 RIF return of income out of a registered retirement income fund, T1-CP return in respect of certified feature productions and certified short productions and T5 summary return of investment income), petroleum and gas procedures tax returns (PGRT1 and PGRT5) filing requirements; taxroll plans and programs; use of social insurance number; discounters, refund enquiries and tracing;public and internal forms review; confidentiality of income tax returns; security; paperwork management (paperburden).

RCT/PSB-180 *Formerly Identified as:* RCT-350
Non-Filers or Late Tax Filers
Description: Information on computerized programs for action against delinquent taxpayers; the objectives, work, duties and responsibilities of the Identification and Compliance Unit; interdepartmental referral selection and investigation of late and non-filers; special projects; matching third-party information to income tax returns for the purpose of verifying income. *Topics:* Delinquent action — individual and corporations, application of penalties for gross negligence (sub-section 163(1) of the *Income Tax Act*), assessments raised under subsection 152(7) of the *Income Tax Act* — arbitrary, bankrupt filers, computerized delinquent action system (DELPAC) and late and non-filer reporting system, prosecution for failure to file income tax returns, special delinquency action projects, identification of non-filers, methods of obtaining compliance and non-filers reporting system, other third-party information sources.

RCT/PSB-185 *Formerly Identified as:* RCT-360
Taxroll Programs — Planning and Control
Description: Information on taxroll objectives, work programs, budgets and administrative policy, program and achievement reports, monitoring statistics, analysis of taxroll activity, long-term strategic planning and evaluation of taxation centre and district office multi-year operational plan taxroll operations. *Topics:* Estimates and budgets (program forecast), time production codes, manpower utilization, signing authorities, workload planning and resource allocation, taxroll head office strategic planning, district offices and taxation centres.

RCT/PSB-190 *Formerly Identified as:* RCT-370
Audit Programs — Planning, Development and Control of Programs; Resource Allocation
Description: Information on audit organization, objectives, coverage, work programs, allocation of resources and budget preparation and administrative policy. *Topics:* Planning and development of national audit programs; allocation of resources and budget preparation; instructions for processing completed audits and recording results; district office organization for audit positions; liaison with other head office divisions and district offices; tax statistics and corporate histories of public corporations; audit statistics of large corporations

RCT/PSB-195 *Formerly Identified as:* RCT-380
Audit File Selection and Computer Application
Description: Information on the planning and control of national audit file selection programs; computer-based audit selection systems (Comscreen); computerized audit reporting systems; program tests in district offices and assistance provided to audit on computer applications; computer-assisted audit programs. *Topics:* Selection of files for audit by manual screening; selection of files for audit by computer screenings; development of computerized file selection methods; comparative analyses of computer and non-computer selection processes; planning development and control of computer systems for recording audit results (T20ST system); statistical sampling techniques for use on tax audits; computer-assisted audit techniques.

RCT/PSB-200 *Formerly Identified as:* RCT-390
Non-compliance Research — Audit Projects Development and Co-ordination
Description: Information on the reporting and co-ordination of audit projects on a national scale; research and identification of areas suitable for project activity; development of sources of information; collection, analysis, evaluation and dissemination of economic data on specific groups or classes of taxpayers; authorized exchanges of information. *Topics:* Audit techniques on specific projects; results information on each project on national, regional and district office basis; sources and types of information; exchanges of information with other government institutions.

RCT/PSB-205 *Formerly Identified as:* RCT-400
Audit Quality Review and Technical Enquiries
Description: Information on the review of completed audits by district offices to ensure high quality audits; special studies to monitor returns assessed to ensure uniform application of the legislation administered by the Department. *Topics:* Analyses of auditors' reports; studies to detect trends in audit approaches and techniques; evaluation of review procedures in district offices.

RCT/PSB-210 *Formerly Identified as:* RCT-410
Audit Operations Evaluation
Description: Information on audit production reports; analysis of audit results; and evaluation of district office audit operations. *Topics:* Evaluation criteria; functional audits and reports; statistical analyses of audit production reports; follow-up of management audit reports relating to audit operations.

RCT/PSB-215 *Formerly Identified as:* RCT-420
Audit Research
Description: Information on the development of guidelines and techniques used to audit individuals, trusts, plans, business operations and specialized industries. *Topics:* Audit techniques for small, medium and large businesses; studies of specific industries, industry-wide tax audits; inter-company pricing referrals; industry specialist program.

RCT/PSB-220 *Formerly Identified as:* RCT-430
Technical Applications, Reassessing Policies and Procedures
Description: Information on audit policy and procedures; the technical application of interpretations of the *Income Tax Act* and Regulations and departmental policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals; technical enquiries received from district offices and taxpayers. *Topics:* Information on specific applications governing reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; operational and administrative communications to field operations; analysis of enquiries on the application of legislation.

RCT/PSB-225 *Formerly Identified as:* RCT-440
Audit Publications
Description: Information on the preparation, co-ordination, publication and maintenance of manuals, handbooks, guidelines and other directives for the Audit Directorate; planning, development and presentation of technical training courses and seminars. *Topics:* Specific research files on each Taxation Operations Manual, handbook, information circular, branch letter, communiqué, and

public and internal forms relating to audit; specific files on training courses and seminars; indexed reference manuals, handbooks and publications to sections of the *Income Tax Act* and Regulations, departmental policy.

RCT/PSB-230 *Formerly Identified as:* RCT-450
Business Equity Valuations and Real Estate Appraisals, Succession Duties; Estate Taxes
Description: Information on valuation and appraisal policy, procedures, budgets, work programs and technical, operational and administrative guidance to field offices. *Topics:* Miscellaneous programs and special projects; administrative and operational practices pertaining to file selections, review, appeals, tax calculations; operational and financial data with certain applications including landbanks; technical application of interpretations relating to valuations, appraisals, estate tax and succession duties for individual cases; provincial assessment information.

RCT/PSB-235 *Formerly Identified as:* RCT-460
Policy Formulation and Staff Development
Description: Information on Special Investigations policy, objectives and technical training for criminal investigations. *Topics:* Liaison with other departments, head office divisions and district and regional offices; policy formulation and revision; technical training in criminal investigations. (Personal Information Bank RCT/P-PU-030 Tax Evasion Cases, is applicable to the subject of technical training only.)

RCT/PSB-240 *Formerly Identified as:* RCT-470
Judicial Processes
Description: Information on legal guidance on preparation of cases for court; case library; legal interpretations, jurisprudence arising from trials. *Topics:* Liaison with district offices and Department of Justice; court rulings and judgements; legal interpretations; review of cases; court hearings; commissions. (Portions of this class of records pertain to Personal Information Bank RCT/P-PU-030 Tax Evasion Cases.)

RCT/PSB-245 *Formerly Identified as:* RCT-480
Programs Operations
Description: Information on technical assistance to district offices on special investigations; on case development and file review; on search warrant requests; on compliance projects; and on organized crime operations and publicity. *Topics:* Liaison with provincial and foreign governments, federal departments, head office divisions and district offices; case files and reports; co-ordination of special investigations projects; search authorities and retention orders; voluntary disclosures and informants' tax leads; financial information (in district offices) relating to criminal illegal activities; publicity on completed investigations. (All records in this class except for publicity on completed investigations pertain to Personal Information Bank RCT/P-PU-030 Tax Evasion Cases.)

RCT/PSB-250 *Formerly Identified as:* RCT-490
Management Services
Description: Information on Special Investigations coverage and work programs; production reports; statistical analysis of the special investigations activity and evaluation of district office operations. *Topics:* Liaison with other head office divisions and district offices; information and measurement systems; special investigation evaluation, results and statistics; production control.

RCT/PSB-255 *Formerly Identified as:* RCT-500
Tax Avoidance
Description: Information on the objectives, duties and responsibilities of the tax avoidance section; on tax avoidance schemes and arrangements; on the referral, selection, investigation and appeal of cases; on case material; and on jurisprudence arising from case trials. *Topics:* Tax avoidance — general; rejected referrals; reserves; offshore companies; inter vivos trusts; motion picture films; videotapes; leverage leasing; resource industry financing; income splitting; loss companies; cattle feeding operations; dividend stripping; developer/agencies; control from Canadian resident to non-resident; registered retirement savings plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agent; management and personal corporations; multi-unit residential buildings (MURBs); commodity futures — straddles; selective dividends on special shares and artificial reduction of capital gains: associated corporations; Part II Tax. (This class of records contains information relating to Personal Information Bank RCT/P-PU-035 Tax Avoidance Cases.)

RCT/PSB-260 *Formerly Identified as:* RCT-510
Competent Authority Double Taxation Cases
Description: Information on the resolution of double taxation cases where both parties to a treaty may be proposing to tax the same income or have already taxed it, (an effort is made to resolve the problem between the two governments pursuant to provisions in the treaty); information on international joint audits. *Topics:* Separate case files for each competent authority request; case files for each simultaneous audit.

RCT/PSB-265 *Formerly Identified as:* RCT-520
Electronic Data Processing Requirements
Description: Information on the co-ordination of the planning efforts of the Systems Directorate; the procurement of departmental electronic data processing equipment; the provision of electronic data processing related training to programmers, analysts and computer operators. *Topics:* Data capture/enquiry devices management systems; directorate planning; systems requirement form administration; training policy and arrangements in general; departmental training; external training; in-house training; electronic data processing supplier contracts and supplier correspondence.

RCT/PSB-270 *Formerly Identified as:* RCT-530
Computer Operations
Description: Information on computer hardware (the various computer components); computer software (the programs that allow the computer to operate); operation of computer equipment and the administrative procedures used within the Computer Services Division. *Topics:* Procedure manuals for data control; tape library; computer room security; scheduling; computer operations (administrative); UNIVAC operations; computer output microfilm operations; Taxation Centre computer operations; production control and IBM/AMDHAL operations.

RCT/PSB-275 *Formerly Identified as:* RCT-540
T1 (Individual Income Tax Return) Processing
Description: Information on the development, implementation and maintenance of EDP (electronic data processing) systems and procedures designed to determine the accuracy of T1 individual income tax returns and related schedules initially submitted by taxpayers and of adjustments resulting from additional information supplied by the taxpayer or from verification initiated by the Department; issuing of notices of assessment or reassessment. *Topics:* Operational and administrative communications with various head office divisions that have functional authority for the systems developed for them; computerized and manual T1 (individual income tax returns) initial assessment, reassessment and compliance verification systems; direct data entry (DDE); Taxation taxpayer master file (TAPMA) (Personal Information Bank RCT/P-PU-040); Taxation social insurance number information (Personal Information Bank RCT/P-PU-040); Taxation centralized individual accounting and collection master file (Personal Information Bank RCT/P-PU-055); financial input processing (FIP); matching discrepancy file slips.

RCT/PSB-280 *Formerly Identified as:* RCT-550
Accounting and T2 (Corporation Tax Return) Processing
Description: Information on the development, implementation and maintenance of all departmental electronic data processing accounting systems and procedures as well as T2 corporation tax return processing and gasoline excise tax return processing. *Topics:* Operational and administrative communications with the various head office divisions that have functional authority for the systems developed for them; computerized and manual (PAYDAC) deductions at source from individuals for income tax, Canada Pension Plan and unemployment insurance; computerized and manual quarterly tax remittances from both individuals and corporations and collection action on tax owing; initial assessment and reassessment of corporation tax returns (T2 corporation master file).

RCT/PSB-285 *Formerly Identified as:* RCT-560
T1 (Individual Income Tax Return) Databases
Description: Documentation in the form of database schemas, models and descriptions applicable to databases for T1 individual income tax return processing systems, financial input processing, and RAPID databases, as well as on-line program technical and quality assurance records. *Topics:* DDE — direct data entry systems; FIP — financial input processing; RAPID — rapid information for districts database; Personal Information Bank RCT/P-PU-045; database administration; quality assurance; common facilities; other miscellaneous programs.

RCT/PSB-290 *Formerly Identified as:* RCT-570
General Sector and Information Centre
Description: Documentation of several taxation data and information processing systems and the Information Centre, as well as technical programming standards and guidelines. Documentation is principally in the form of program listings and run books intended to support maintenance and operation. *Topics:* Information processing system (IPS) — T4 data capture; RAPID — rapid information for districts; enquiry programs for field offices into on-line tax data; Infocentre — development project to facilitate end-user access to data; technical services — use of programming techniques and utilities; operational record of file back-ups; library changes and also mass storage requirements; special projects — miscellaneous systems and programs such as Personal Information Bank RCT/P-PU-100 Taxation Centres Recruiting System.

RCT/PSB-295 *Formerly Identified as:* RCT-580
Information Systems
Description: Information on the development, implementation and maintenance of a wide range of departmental information and administrative EDP (electronic data processing) systems (mainly statistical in nature), which are intended to enhance management effectiveness. In addition, a system is provided to give field personnel direct on-line access to computer-based accounting, assessment and personnel files. *Topics:* Operational and administrative communications to and from the various head office divisions that have functional authority for the systems developed for them; computerized and manual management information systems; personnel and leave systems; gas tax rebate system; and also T4 and other information slip systems.

RCT/APP-300 *Formerly Identified as:* RCT-590
Programs Management
Description: Information on policies, procedures, budgets, work programs and statistical controls and the monitoring and evaluation of district office and taxation centre appeals divisions. *Topics:* Program and activity structure; delegation of authority; communications to field offices; work programs; training; budgets; work flow studies; forms and form letters; statistics on intake, production, workload and resources; seminars; conferences and meetings; program performance evaluations; projects.

RCT/APP-305 *Formerly Identified as:* RCT-600
Referrals — Objections
Description: Information on the research and resolution of technical and complex matters referred by district office and taxation centre appeals divisions; on procedural instructions; on projects; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT/P-PU-005); petroleum and gas revenue tax returns (RCT/P-PU-010); corporation and trust income tax returns; adverse decisions and statistics.

RCT/APP-310 *Formerly Identified as:* RCT-610
Appeals and Adverse Decisions
Description: Information on instructions and assistance to the Department of Justice on the conduct of appeals to the courts; on consideration of adverse decisions; on procedural instructions; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT/P-PU-005); petroleum and gas revenue tax returns (RCT/P-PU-010); corporation and trust income tax returns; adverse decisions and statistics.

RCT/APP-315 *Formerly Identified as:* RCT-620
Determinations and Appeals
Description: Information on determination requests related to coverage and assessments payable by employers under the *Unemployment Insurance Act* and the Canada Pension Plan, and income tax assessments under objection on related matters. *Topics:* File contents may include the application and reasons for appeal, related documents from the district offices, Unemployment Insurance Commission, Pension Appeals Board, Department of Justice, Tax Court of Canada, Federal Court and/or Supreme Court. *Retrievability:* Case files are created and filed by taxpayer name. (Records in this class contain information relating to Personal Information Bank RCT/P-PU-075 Appeals Regarding the Canada Pension Plan, and *Unemployment Insurance Act*, 1971, and RCT/P-PU-080 Appeals Regarding Insurable Employment.)

RCT/MSB-320 *Formerly Identified as:* RCT-930
Revenue Reporting
Description: Information on the analysis, distribution and reporting of tax revenue, such as federal and provincial income taxes, Canada Pension Plan contributions and Unemployment Insurance premiums. *Topics:* Assessed revenue (taxes for which an assessment notice is issued), such as federal-provincial tax sharing, Canada Pension Plan, Unemployment Insurance, royalty tax rebates, unemployment insurance benefit repayments; settlement of tax deductions with the province of Québec; petroleum and gas revenue tax, cash revenue, including reconciliation with the statement of collections from Supply and Services; tax deductions settlements with the Bank of Canada; Canada Pension Plan and Unemployment Insurance transfer schedules; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit; duplicate refund cheque data; accounts receivable as per public accounts; miscellaneous claims against the Crown.

RCT/MSB-901 *Formerly Identified as:* NO REFERENCE
Administration (New)
Description: See Standard Classes of Records.

RCT/MSB-903 *Formerly Identified as:* NO REFERENCE
Administrative and Management Services (New)
Description: See Standard Classes of Records.

RCT/MSB-905 *Formerly Identified as:* NO REFERENCE
Buildings and Properties (New)
Description: See Standard Classes of Records.

RCT/MSB-906 *Formerly Identified as:* NO REFERENCE
Buildings (New)
Description: See Standard Classes of Records.

RCT/MSB-907 *Formerly Identified as:* NO REFERENCE
Lands (New)
Description: See Standard Classes of Records.

RCT/MSB-908 *Formerly Identified as:* NO REFERENCE
Utilities (New)
Description: See Standard Classes of Records.

RCT/MSB-909 *Formerly Identified as:* NO REFERENCE
Equipment and Supplies (New)
Description: See Standard Classes of Records.

RCT/MSB-910 *Formerly Identified as:* NO REFERENCE
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

RCT/MSB-911 *Formerly Identified as:* NO REFERENCE
Office Appliances (New)
Description: See Standard Classes of Records.

RCT/MSB-912 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: See Standard Classes of Records.

RCT/MSB-914 *Formerly Identified as:* NO REFERENCE
Finance (New)
Description: See Standard Classes of Records.

RCT/MSB-915 *Formerly Identified as:* NO REFERENCE
Accounts and Accounting (New)
Description: See Standard Classes of Records.

RCT/MSB-917 *Formerly Identified as:* NO REFERENCE
Budgets (New)
Description: See Standard Classes of Records.

RCT/MSB-918 *Formerly Identified as:* NO REFERENCE
Personnel (New)
Description: See Standard Classes of Records.

RCT/MSB-919 *Formerly Identified as:* NO REFERENCE
Classification of Positions (New)
Description: See Standard Classes of Records.

RCT/MSB-920 *Formerly Identified as:* NO REFERENCE
Employment and Staffing (New)
Description: See Standard Classes of Records.

RCT/MSB-921 *Formerly Identified as:* NO REFERENCE
Human Resources (New)
Description: See Standard Classes of Records.

RCT/MSB-922 *Formerly Identified as:* NO REFERENCE
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

RCT/MSB-923 *Formerly Identified as:* NO REFERENCE
Official Languages (New)
Description: See Standard Classes of Records.

RCT/MSB-924 *Formerly Identified as:* NO REFERENCE
Pensions and Insurance (New)
Description: See Standard Classes of Records.

RCT/MSB-925 *Formerly Identified as:* NO REFERENCE
Salaries and Wages (New)
Description: See Standard Classes of Records.

RCT/MSB-926 *Formerly Identified as:* NO REFERENCE
Staff Relations (New)
Description: See Standard Classes of Records.

RCT/MSB-927 *Formerly Identified as:* NO REFERENCE
Training and Development (New)
Description: See Standard Classes of Records.

Deleted Classes of Records

RCT-80 Compliance Measurements System and Resource Allocation
RCT-950 Implementation of Taxation Centres

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

Chapter 71

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL
(SER)

OPERATIONS SUPPORT
(OPS)

005 Organization and Planning
010 Committees

GRANTS AND SCHOLARSHIPS ADMINISTRATION
(GSA)

015 Research Grants
020 Research Infrastructure
025 Research Manpower
030 University–Industry Program
035 Developmental Grants
040 General Research Support

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CO-ORDINATOR
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NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

Background

The Natural Sciences and Engineering Research Council (NSERC) is a departmental Crown corporation established on May 1, 1978. Its purpose is to promote and assist research in the natural sciences and engineering, other than the health sciences, and to advise the Minister of State for Science and Technology on such research.

Laws and Regulations

- Natural Sciences and Engineering Research Council Act

Overall Responsibilities

The Council is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research. These grants and scholarships are intended primarily for university researchers and graduate students. The objectives of the program are to promote and support the development and maintenance of research in the natural sciences and engineering and to ensure the provision of highly qualified manpower in these areas. Accordingly, the Council supports excellence in research for the creation of new knowledge in the natural sciences and engineering, promotes and supports the development of research in selected fields of regional and national importance and assists in the provision and development of highly qualified manpower.

The fields of research supported by the Natural Sciences and Engineering Research Council currently include, but are not necessarily limited to, agriculture, astronomy, biology, biotechnology, chemistry, communications, computing and information science, energy, engineering, environmental toxicology, food science, forestry, geography (physical), geology, industrial processes, kinesiology, materials sciences, mathematics (pure and applied), metallurgy, meteorology, nuclear sciences, oceanography, physics, psychology, space research and the statistical sciences.

The program of Scholarships and Grants in Aid of Research is divided into the six broad activities described below.

Research Manpower Awards

These awards offer a wide range of awards, scholarships and fellowships to undergraduate and graduate students, postdoctoral fellows, scientists and engineers in universities and industry for advanced study, research or professional development. They are tenable in universities, industrial firms and other institutions in Canada and abroad.

Research Grants

Research grants are awarded to individuals and groups for research expenses in support of a spectrum of research activities. Grant applications are adjudicated by experts on the basis of the research excellence of the applicants, the quality of the research proposals and, in some programs, the relevance of research projects to selected areas of national concern.

Research Infrastructure Grants

These grants are awarded to individuals, groups and institutions to support the acquisition of research equipment and the development of special research facilities; they also promote and support the effective use, operation and maintenance of research facilities.

University-Industry Program

The University-Industry Program supports a wide range of research and development activities that promote collaboration between university researchers and Canadian industry. The program, which represents a major expansion of NSERC's initiatives in university-industry co-operation, combines existing, expanded and new program elements under four major components: co-operative research and development activities, scholarships and fellowships, university-industry links, and the Canadian Microelectronics Corporation.

Developmental Grants

Developmental grants support selected manpower, infrastructure and research initiatives negotiated with individuals, groups and institutions. They ensure a balanced development of the research and research-training capability in selected regions, institutions, disciplines or professions.

General Research Support

This type of assistance includes grants to university presidents in support of local research, research infrastructure, manpower and other research-related activities. It also includes grants to support national and international scientific and engineering conferences, bilateral exchanges, international exchanges and international collaborative research projects, publications of scientific and engineering journals and original research manuscripts, promotional activities, travel and other miscellaneous activities.

Other Programs

The Council also administers a number of programs on behalf of other agencies. These include NATO Science Fellowships, CIDA-NSERC Research Associateships, Fellowships in Meteorology and Atmospheric Sciences (on behalf of Environment Canada) and Visiting Fellowships in Canadian Government Laboratories (on behalf of all federal departments and agencies participating in the program).

Organization

The Natural Sciences and Engineering Research Council is a Council composed of 22 members, appointed by the Governor-in-Council, who meet regularly to establish broad policies and provide guidance to its officers. The Council is headed by a President who is supported by a staff of 148 professionals and support personnel.

The Council operates through a system of committees (whose members are selected from the academic, governmental or industrial sectors) that advise on policies and programs, or review applications for grants and scholarships. Advisory committees are composed of both Council and non-Council members while selection committees are composed of experts in the areas under their purview and do not include Council members.

Key Contacts

Additional information on NSERC operations, committees or activities can be obtained by contacting the Communications Directorate at (613) 995-5992.

For information on EDP files, please contact

Evaluation and Information Systems Directorate
Natural Sciences and Engineering Research Council of Canada
200 Kent Street
Ottawa, Ontario
K1A 1H5

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL

Major Publications

The following documents and publications are also useful sources of information available to the public.

- What is NSERC?
- Report of the President
- List of Scholarships and Grants in Aid of Research
- Five-year Plan (period 1979-80 to 1984-85)
- Awards Guide — guidelines, eligibility
- Scholarships and Fellowships Guide — guidelines, eligibility
- Your NSERC Award (a guide for NSERC Scholarship recipients)
- Visiting Fellowships in Canadian Government Laboratories
- CONTACT (Newsleter)
- Guidelines for Membership on NSERC Selection Committees and Panels
- Report of the Task Force on Research Equipment in Universities
- Task Force on Infrastructure
- Summary of Equipment Grants Awarded to Universities in the Last Seven Years
- Summaries of Strategic Grants Projects (on-going and completed)
- Background Information and Guidelines for Grant Selection Committees
- Background Information and Guidelines for Advisory Panels
- Support on Research and Graduate Studies in Engineering
- Research Talent in the Natural Sciences and Engineering — Supply and Demand Projections to 1990
- Brief to the Royal Commission on the Economic Union and Development Prospects for Canada
- University and Industry: Partners in Research and Development (Pamphlet)
- Official Languages Annual Report
- Application forms for the various programs

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Natural Sciences and Engineering Research Council of Canada
200 Kent Street
Ottawa, Ontario
K1A 1H5
Telephone: (613) 995-6061

Classes of Records

SER/OPS-005 *Formerly Identified as:* NSERC-10
Organization and Planning (Revised)
Description: Information related to the Council, its organizational structure, policy development, corporate and long-range planning and program evaluation activities. *Topics:* Legislation, terms of reference, policies, agenda and minutes of Council meetings, appointments and membership, organizational development, five-year plans and program evaluation. *Retrievability:* Files arranged by subject.

SER/OPS-010 *Formerly Identified as:* NSERC-20
Committees (Revised)
Description: Records related to the membership, administration and activities of permanent, advisory and special purpose committees of Council and to the various selection committees and panels through which NSERC operates its awards programs. *Topics:* Terms of reference, mandates, appointments and membership, agendas and proceedings, reports, recommendations and routine correspondence. *Retrievability:* Files arranged by subject or committee.

SER/GSA-015 *Formerly Identified as:* NO REFERENCE
Research Grants (New)
Description: Information on case files — applications, evaluations by third parties, recommendations, decisions on proposals submitted, and routine forms and correspondence generated and received in administering the awards. Subject-filed records related to program planning and administration, regulations, procedures, eligibility criteria, correspondence with officials in universities, qualified research institutions and the other granting councils. *Topics:* Individual, team and project operating grants, New Research Idea Grants, Collaborative Special Project Grants, Strategic Grants and E.W.R. Steacie Memorial Fellowships. *Retrievability:* Applications arranged by applicant, program and year. *Storage Medium:* E.D.P. systems contain a partial duplication of information maintained on case files.

SER/GSA-20 *Formerly Identified as:* NO REFERENCE
Research Infrastructure (New)
Description: Information on case files including applications, evaluations, recommendations, decisions, and forms and correspondence, statements and reports associated with administration of the awards. Subject-filed information on policies, procedures, regulations, eligibility criteria, priorities, liaison with universities. *Topics:* Equipment Grants, Major Equipment Grants, Major Installation Grants, and Infrastructure Grants. *Retrievability:* By applicant, program and year. *Storage Medium:* E.D.P. systems contain a partial duplication of information maintained on case files.

SER/GSA-025 *Formerly Identified as:* NO REFERENCE
Research Manpower (New)
Description: Case files containing applications, evaluations, recommendations, decisions as well as forms and correspondence associated with the routine administration of the awards; subject-filed information related to program planning, regulations, policy, procedures, priorities, and eligibility criteria. *Topics:* University Undergraduate Summer Research Awards, Postgraduate Scholarships, Postgraduate Scholarships in Science Librarianship and Documentation, 1967 Science and Engineering Scholarship, Postdoctoral Fellowships, NATO Fellowships, University Research Fellowships, Visiting Fellowships in Canadian government laboratories, Postgraduate Fellowships in Meteorology and Atmospheric Sciences. *Retrievability:* By applicant, program and year. *Storage Medium:* E.D.P. systems contain a partial duplication on magnetic tape of the data on individual case files.

SER/GSA-030 *Formerly Identified as:* NO REFERENCE
University-Industry Program (New)
Description: Case files containing applications, proposals, evaluations, recommendations and decisions, routine forms and correspondence generated and received in the administration of the awards; subject-filed information on policies, regulations, procedures, eligibility, general correspondence with industry and university officials. *Topics:* Co-operative research and developmental projects, shared equipment and facilities, industrial research chairs, Senior Industrial Fellowship, Visiting Industrial Fellowships, university/industry workshops and seminars, affiliations, Industrial Undergraduate Summer Research Awards, Industrial Postgraduate Scholarship, Industrial Research Fellowships, and the Canadian Microelectronics Corporation. *Retrievability:* By applicant/recipient and program or by subject.

SER/GSA-035 *Formerly Identified as:* NO REFERENCE
Developmental Grants (New)
Description: Case files containing applications, proposals, evaluations, decisions, general correspondence and forms used to administer the programs; subject-filed records related to policy, procedure, program delivery, eligibility criteria and routine liaison with university officials. *Topics:* Research Development Grants, Attachés de Recherche du CRSNG, isolation supplements, Forestry Project Grants, Forestry Postdoctoral Assistantships and northern supplements. *Retrievability:* By applicant/recipient, program and year.

SER/GSA-040 *Formerly Identified as:* NO REFERENCE
General Research Support (New)
Description: Case files containing applications, proposals, evaluations, recommendations, decisions, routine forms and correspondence generated and received in the administration of the programs. *Topics:* Scientific Publication Grants, Conference Grants, workshops and seminars, Travel Grants, General Research Grants, Bilateral Exchange Program, International Collaborative Research Grants, International Scientific Exchange Awards, CIDA/NSERC Research Associateships and special activities. *Retrievability:* By applicant/recipient, program and year.

Deleted Classes of Records

NSERC-30	Grants Administration
NSERC-40	Visiting Fellowships in Canadian Government Laboratories — Administration
NSERC-50	Scholarships and Fellowships Administration
NSERC-60	International Scientific Exchanges
NSERC-70	Bilateral Exchanges with Other Countries

NORTHERN CANADA POWER COMMISSION

Chapter 72

NORTHERN CANADA POWER COMMISSION

NORTHERN CANADA POWER COMMISSION
(NCP)

CORPORATE AND PUBLIC AFFAIRS
(CPA)

005 Marketing

OPERATIONS AND ENGINEERING
(OEB)

010 Operations
015 Buildings, Structures and Grounds
020 Development and Investigation
025 Distribution and Transmission
030 Environmental, Social and Historical Factors
035 Equipment and Supplies
040 Hydraulic Structures and Facilities
045 Production and Treatment
050 Transportation
055 Construction — Major Improvements

ACCESS TO INFORMATION AND PRIVACY CO ORDINATOR
NORTHERN CANADA POWER COMMISSION
7909-51ST AVENUE
P.O. BOX 5700, STATION L
EDMONTON, ALBERTA
T6C 4L8

NORTHERN CANADA POWER COMMISSION

Background

The Northern Canada Power Commission is a federal Crown corporation which operates under authority of the *Northern Canada Power Commission Act*. It is concerned with planning, constructing and managing public utilities, primarily electrical, on a commercial basis. For this purpose, it is empowered to survey utility requirements and construct utility plants in the Northwest Territories, the Yukon Territory and, subject to the approval of the Governor-in-Council, elsewhere in Canada.

Overall Responsibilities

The Commission is the principal producer of electricity north of 60° and operates the main transmission networks in the Yukon and the Northwest Territories. Heat, water and sewage service utilities are operated at Inuvik, N.W.T. Wholesale heat supply is provided to the government of the Northwest Territories for distribution at Frobisher Bay. Residual heat recovery systems are operated at several locations.

The Commission's head office is located in Edmonton, Alberta. Regional offices are located in the territorial capitals of Yellowknife, Northwest Territories and Whitehorse Yukon Territory. It is a requirement of the Act that operations of the Commission shall be self-sustaining within each rate zone as defined in the Act. Consequently, rates charged for utilities supplied must provide sufficient revenue to cover interest and principal payments on loans made to the Commission, operating, maintenance, administrative and all other expenses and contigency allowances. A 1975 amendment to the Act enables the Commission to charge rates for utilities on a zone basis to cover the costs outlined above.

Access Procedures

Please direct all formal requests under the *Access to Information Act* to

Access to Information and Privacy Co-ordinator
Northern Canada Power Commission
7909-51st Avenue
P.O. Box 5700, Station L
Edmonton, Alberta
T6C 4J8
Telephone:(403) 465-3377

Corporate and Public Affairs Branch

In the area of marketing, this branch is responsible for the development and planning of energy policies; customer services; negotiation of bulk sales contracts; utility rate reviews; service studies; and market forecasts. In the area of corporate development it is responsible for the review of environmental, social, technical and legal aspects of proposed construction projects; communication with territorial and public utility boards; liaison and consultation with outside agencies and interest groups; monitoring acquistion of property and rights-of-way; regulations; review of needs arising from Orders-in Council; corporate communication; drafting of contracts; and public relations.

Operations and Engineering Branch

This branch is responsible for the development and administration of programs for the operation and preventive maintenace of hydro and thermal generation installations, supervision of major maintenance projects, project planning and development.

Manuals

- Standard Procedures Manual

Classes of Records

NCP/CPA-005 *Formerly Identified as:* NCPC-10
Marketing
Description: Information on the marketing of utilities in the north. *Topics:* Customer relations; energy exports; supply and demands; sales data and potential sales of energy; surveys and studies; categories and utility rates; commissions and companies; distribution of rate schedules; public utility boards — interventions, proceedings; boards — Northwest Territories, Yukon; rate structures; submissions and interventions on proposed rate changes.

NCP/OEB-010 *Formerly Identified as:* NCPC-20
Operations
Description: Information on the general operations of the Commission. *Topics:* Preventive maintenance; task force agreements; catalogues and price lists; climatology; weather reports; consultants; co-operation and liaison; geography; geology; hydraulic studies; reports and statistics — daily, monthly, weekly, yearly; studies and surveys.

NCP/OEB-015 *Formerly Identified as:* NCPC-30
Buildings, Structures and Grounds
Description: Information on the erection, maintenance and repair of all buildings including the maintenance of the grounds. *Topics:* Control centres; powerhouses; elevators; sub-stations; tank farms; utilidors water treatment plants.

NCP/OEB-020 *Formerly Identified as:* NCPC-40
Development and Investigation
Description: Information on investigatio and development of potential hydro sites. *Topics:* Permafrost; Alberta grid tie line; off-shore oil; energy alternatives — coal, oil, gas, wind generators; specific investigations.

NCP/OEB-025 *Formerly Identified as:* NCPC-50
Distribution and Transmission
Description: Information on investigation and construction of transmission and distribution lines. *Topics:* Canadian Electrical Code; standards; investigations on potential distribution line; future housing sites; land clearing; poles; street lighting; transformers; transmission lines; distribution lines.

NCP/OEB-030 *Formerly Identified as:* NCPC-60
Environmental, Social and Historical Factors
Description: Information on preservation of the environment, including fish management, land use and pollution. *Topics:* Disasters; fish protection — spawning grounds, ladders, land use and community impact; pollution — fuel oil spills, PCBs, noise and smoke.

NCP/OEB-035 *Formerly Identified as:* NCPC-70
Equipment and Supplies
Description: Information on equipment and supplies for producing electricity, including maintenance and repairs. *Topics:* Generators, batteries and accessories; furnaces and accessories; cranes; ballast (requlator); meter and meter pipes; prime mover (by stock number, manufacturer or unit); remote control; gear assembly and accessories; supplies — tools, containers, lubricant and fuel.

NCP/OEB-040 *Formerly Identified as:* NCPC-80
Hydraulic Structures and Facilities
Description: Information on the construction, maintenance and repair of hydraulic structures and facilities to operate a hydro plant. *Topics:* Dams; fish facilities — ladders, spawning grounds, hatcheries, reservoirs, permits, licences, water boards, surveys and studies.

NCP/OEB-045 *Formerly Identified as:* NCPC-90
Production and Treatment
Description: Information on the production and treatment of electricity. *Topics:* Electricity; conservation; residual heat — produce cultivation experimental programs; central heating by steam and hot water; domestic water treatment and sewage systems.

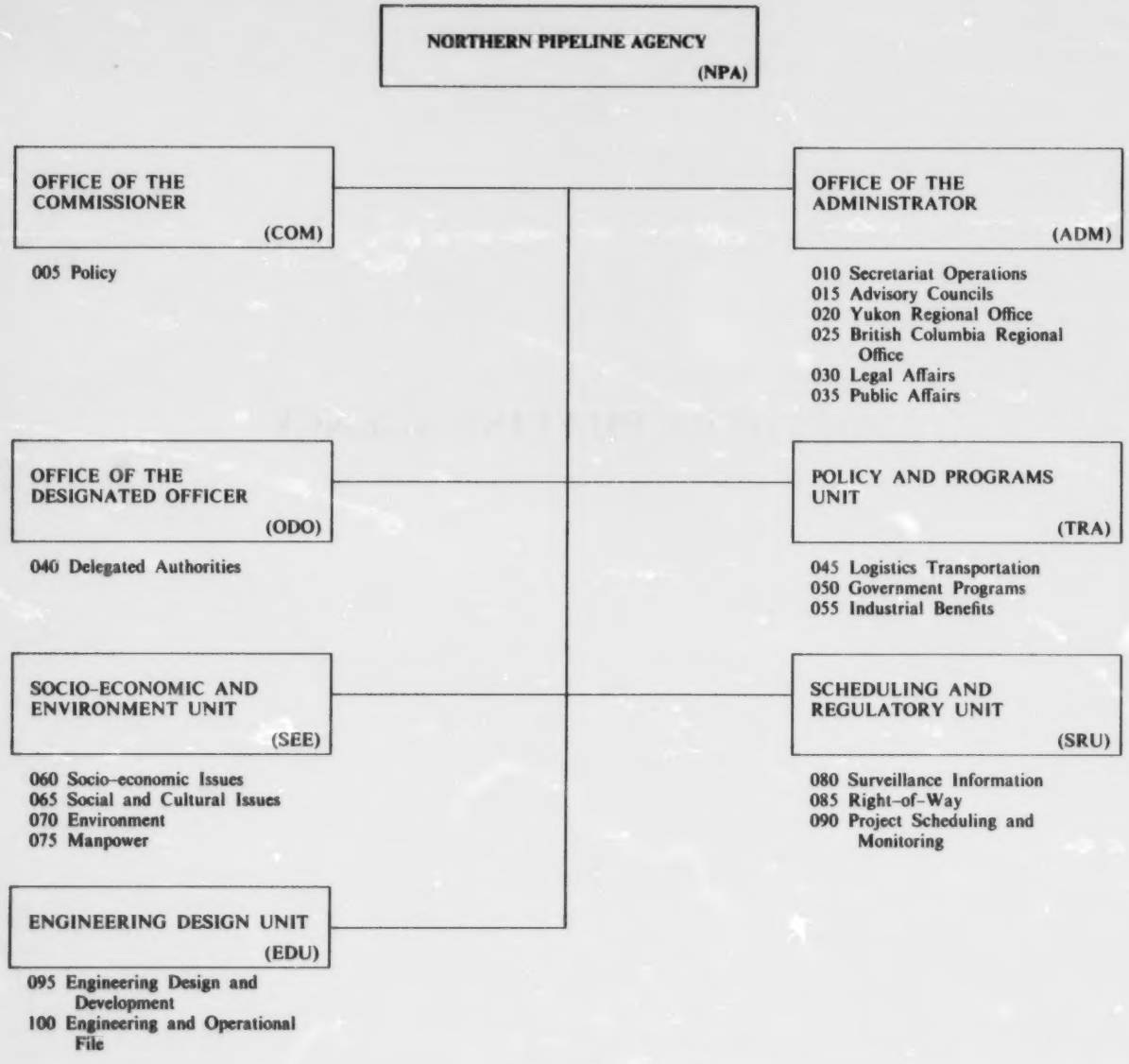
NCP/OEB-050 *Formerly Identified as:* NCPC-100
Transportation
Description: Information on the transportation of materials by air, land or water. *Topics:* Facilities; courier service; charter services; roadways; seaways and shipping lists.

NCP/OEB-055 *Formerly Identified as:* NCPC-110
Construction — Major Improvements
Description: Information on major construction or improvement projects. *Topics:* Investigations; public relations; commissioning; meetings process reports — mechanical, electrical and civil; design — remote control and communications, financial transactions and costs; tenders and contracts; environmental issues — land, water licences, fish hatcheries.

NORTHERN PIPELINE AGENCY

Chapter 73

NORTHERN PIPELINE AGENCY



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NORTHERN PIPELINE AGENCY
STATION 210, CENTENNIAL
TOWERS,
200 KENT STREET
OTTAWA, ONTARIO
K1A 0E6

NORTHERN PIPELINE AGENCY

Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the *Northern Pipeline Act* in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies.

Overall Responsibilities

The Agency's mandate is twofold. It is required to regulate the project and to streamline and expedite the approvals process. It is also responsible for ensuring that the pipeline system yields the maximum economic and industrial benefit for Canadians with the least amount of social and environmental disruption. The Act directs the Agency specifically to take account of the local and regional interests of residents, particularly native residents, in areas through which the pipeline will pass.

The Agency was designed to act as a single window in all dealings between federal authorities and the Foothills Group of Companies and in relationships involving provincial and territorial governments in Canada, and the Government of the United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. One exception involves responsibilities reserved exclusively to the National Energy Board or shared between the Board and the Agency. A member of the Board serves as its designated officer within the Agency to exercise certain powers of the Board with respect to the project.

In addition, the Agency works closely with other arms of the federal government and other levels of government in Canada to co-ordinate the wide range of activities that come within the respective jurisdictions. These contacts are supplemented by quarterly meetings of the Federal-Provincial-Territorial Consultative Council, established under the Act.

Key Contacts

Informal requests for information may be directed to

Public Relations Advisor
Northern Pipeline Agency
Station 210, Centennial Towers
200 Kent Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-7466

Access Procedures

Please direct all formal requests under the *Access to Information Act* to

Access to Information Co-ordinator
Northern Pipeline Agency
Station 210, Centennial Towers
200 Kent Street
Ottawa, Ontario
K1A 0E6
Telephone: (613) 993-7466

Office of the Commissioner

As agency headquarters, the office provides support to both the Minister and the Commissioner. It is responsible for development of, and consultation on major policy issues with the United States, the provinces and federal departments and agencies concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

Office of the Administrator

This unit exercises such powers and performs such duties and functions as the Minister may specify. It oversees and develops the operational (as opposed to the strict policy) functions of the Agency and deals day to day with operating staff in Calgary, Whitehorse and Vancouver; with the Foothills Group of Companies in Calgary; and through regional administrators in Whitehorse and Vancouver, with the governments of the Yukon Territory and British Columbia. It is also responsible for all matters, external and internal, pertaining to the operational role of the Northern Pipeline Agency, including personnel Alaska Highway Gas Pipeline Project public hearings, and public and media relations.

Office of the Designated Officer

This unit carries out all the responsibilities specifically required under the *Northern Pipeline Act*, such as the terms and conditions of the pipeline certificates (the issue of formal communications with the companies in the form of orders, directives and approvals) as well as those delegated under certain sections of the *National Energy Board Act*. This unit brings to the Agency all of the powers, duties and functions of the National Energy Board in matters of planning, design, construction and inspection of the pipeline. It also administers the Agency's field surveillance program and provides direction to surveillance teams to ensure compliance with social, economic and environmental terms and conditions as required under the Act.

Manuals

- Schedule III to the Northern Pipeline Act
- Engineering and Technical Orders
- Socio-economic Terms and Conditions
- Environmental Terms and Conditions
- Designated Items — Procurement Program

Policy and Programs Unit

This unit is responsible for most aspects of the Agency's operational role not assigned by statute to the deputy administrator and designated officer, and for contributing to those orders, directions and approvals for the designated officer requiring the Minister's concurrence. It is also responsible for socioeconomic and environmental matters, industrial benefits, relationships with federal, provincial and territorial government departments, and manpower planning and logistical matters related to the project. It holds special policy responsibilities for the internal planning and administration of the Agency in financial management and administration.

Manuals

- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics — August 1, 1980, and March 1, 1981; also February 27, 1981
- Alaska Highway Pipeline Project, Logistics — August 1980

Socio-economic and Environment Unit

This unit acts as liaison with various public interest groups and territorial, provincial and federal bodies; advises on socioeconomic and environmental policies and procedures; administers terms and conditions; carries out socioeconomic and environmental surveillance and monitoring to minimize the negative effects and maximize the benefits of construction and operation of the pipeline. It also advises the Northern Pipeline Agency, federal, provincial and territorial government departments, community and native groups, and confers with the owners, contractors, and unions on matters related to the avoidance and resolution of labour disputes on the project.

Scheduling and Regulatory Unit

This unit oversees the project scheduling and cost control procedures involved in building the Alaska Highway Gas Pipeline, including scheduling, critical path planning, and cost review and monitoring. It is also involved in the major areas of project scheduling, project progress information centre and surveillance proceedings, right-of-way responsibilities delegated by the National Energy Board as well as the issue of permits and orders to ensure correct technical content.

Manuals

- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Station Construction Reports
- Consolidated Monthly Progress Reports
- Phase I Progress Report
- Final Design Cost Estimate Prebuild, Western Leg — April 1980
- Final Design Cost Estimate Phase I, Eastern Leg — December 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission — September 1980
- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

Engineering Design Unit

This unit has the responsibility for design review and ensuring that appropriate methods are followed by the pipeline engineering section with each company of the Foothills Group. It is also responsible for the approval of all engineering design of the pipeline as well as providing direction to personnel who will ensure that the Company conforms with the engineering requirements, orders, specifications and terms and conditions in the construction of the pipeline.

Manuals

- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake
- Flow Studies
- Crossings
- Regulatory Submission Schedules
- Compressor Stations
- Operator's Manual
- Monitoring Procedures
- Pipeline and Compressor Testing and Acceptance Plans
- Commissioning
- Leave to Open

Classes of Records

NPA/COM-005 *Formerly Identified as:* NPA-10
Policy
Description: Information on federal-provincial, intergovernmental and international relations and negotiations concerning financing, construction, agreements, tariffs, gas exports and legislation.

NPA/ADM-010 *Formerly Identified as:* NPA-20
Secretariat Operations
Description: Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public. *Topics:* Corporations, companies and firms; government liaison; public relations.

NPA/ADM-015 *Formerly Identified as:* NPA-30
Advisory Councils
Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the *Northern Pipeline Act*.

NPA/ADM-020 *Formerly Identified as:* NPA-40
Yukon Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NPA/ADM-025 *Formerly Identified as:* NPA-50
British Columbia Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NPA/ADM-030 *Formerly Identified as:* NPA-60
Legal Affairs
Description: Information on the administration of legal matters; also opinions and decisions. *Topics:* Policy; Commissioner of Oaths; interpretation and application of legislation.

NPA/ADM-035 *Formerly Identified as:* NPA-70
Public Affairs
Description: Information on NPA public relations, community information, media liaison and employee communications. *Topics:* Information services; advertising; communications strategies.

NPA/ODO-040 *Formerly Identified as:* NPA-80
Delegated Authorities
Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments. *Topics:* Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the *Northern Pipeline Act*. *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-045 *Formerly Identified as:* NPA-90
Logistics Transportation
Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems. *Topics:* Transportation — pipe; air transportation systems; rail transportation systems. *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-050 *Formerly Identified as:* NPA-100
Government Programs
Description: Information on the powers and authorities delegated to the NPA by other federal departments and agencies, except the National Energy Board. *Topics:* Permits and orders; land tenure and use; field surveillance scheduling and administration. *Retrievability:* Files arranged by subject and construction zone.

NORTHERN PIPELINE AGENCY

NPA/TRA-055 *Formerly Identified as:* NPA-110
Industrial Benefits
Description: Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material. *Topics:* Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content. *Retrievability:* Files arranged by subject and construction zone.

NPA/SEE-060 *Formerly Identified as:* NPA-120
Socio-economic Issues
Description: Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline. *Topics:* Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SEE-065 *Formerly Identified as:* NPA-130
Social and Cultural Issues
Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route. *Topics:* Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of recreational areas; burial sites. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA/SEE-070 *Formerly Identified as:* NPA-140
Environment
Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction. *Topics:* Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, ice. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA/SEE-075 *Formerly Identified as:* NPA-150
Manpower
Description: Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway Gas Pipeline. *Topics:* Information and recruitment; native hiring and opportunities; training and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SRU-080 *Formerly Identified as:* NPA-160
Surveillance Information
Description: Information on the day-to-day operations associated with pipeline and station construction. *Topics:* Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SRU-085 *Formerly Identified as:* NPA-170
Right-of-Way
Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it. *Topics:* Service of land owners; land acquisition status reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings. *Retrievability:* Files arranged by subject and construction zone.

NPA/SRU-090 *Formerly Identified as:* NPA-180
Project Scheduling and Monitoring
Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project. *Retrievability:* Files arranged by construction zone.

NPA/EDU-095 *Formerly Identified as:* NPA-190
Engineering Design and Development
Description: Information on the engineering design and development necessary before the construction of the pipeline. *Topics:* Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design. *Retrievability:* Files arranged by subject and construction zone.

NPA/EDU-100 *Formerly Identified as:* NPA-200
Engineering and Operational File
Description: Information on all engineering aspects associated with the operational phase of the pipeline. *Topics:* Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings. *Retrievability:* Files arranged by subject and construction zone.

NORTHWEST TERRITORIES WATER BOARD

Chapter 74

NORTHWEST TERRITORIES WATER BOARD

Background

The Northwest Territories Water Board was established under Section 7 of the *Northern Inland Waters Act*, which was proclaimed on February 28, 1972. The Northern Inland Waters Regulations were promulgated on September 14, 1972. Two amendments to the Regulations have been made since: one on January 15, 1974, and the other on July 17, 1975.

The Board consists of not fewer than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development. It is made up of at least one nominee from those departments of the Government of Canada which, in the opinion of the Governor-in-Council, are most directly concerned with the management of the water resources in the Northwest Territories; and at least six persons named by the Commissioner-in-Council of the Northwest Territories. The Board held its founding meeting in Yellowknife, Northwest Territories, on April 18, 1972.

Overall Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act, an application must be made to the Board and either an Authorization or Licence issued prior to the use of any waters or disposal of any water-borne waste.

The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire, or on an emergency basis, for controlling or preventing a flood.

Organization

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development. It is headed by the controller, and includes the supervisor of pollution control, the supervisor of licensing and approvals, a hydrologist and a biologist. Technical and administrative support staff assist these professionals in carrying on the Board activities. A Technical Advisory Committee was established on October 17, 1973, to provide a forum for the discussion of technical matters related to applications for use of water.

Access Procedures

Please direct formal requests under the *Access to Information Act* to

Access to Information Co-ordinator
Northwest Territories Water Board
Precambrian Building, 9th Floor
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3
Telephone: (403) 920-8191

PACIFIC PILOTAGE AUTHORITY

Chapter 75

PACIFIC PILOTAGE AUTHORITY

PACIFIC PILOTAGE AUTHORITY
(PPA)

OPERATIONS
(OPE)

005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
PACIFIC PILOTAGE AUTHORITY
SUITE 300
1199 WEST HASTINGS STREET
VANCOUVER, BRITISH COLUMBIA
V6E 4G9

PACIFIC PILOTAGE AUTHORITY

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor-in-Council, and was proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Pacific Pilotage Authority was incorporated as a Schedule D Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- Canada Shipping Act
- Pilotage Act
- General Pilotage Regulations
- Pacific Pilotage Regulations
- Authority By-laws

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interests of safety, an efficient and economical pilotage service within its geographical boundaries — all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Organization

The Pacific Pilotage Authority consists of a chairman and six members appointed by the Governor-in-Council. The Authority's head office is located in Vancouver, British Columbia. All management services, administrative, personnel, financial, contracts and purchasing, are provided by the Vancouver office.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Pacific Pilotage Authority
1199 West Hastings Street
Suite 300
Vancouver, British Columbia
V6E 4G9
Telephone: (604) 666-6771

Administration Branch

The function of this branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

Operations Branch

The function of the branch is to provide pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Manuals

- Collective Agreements
- Working Rules
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- Dispatching Procedures

Classes of Records

PPA/OPE-005 *Formerly Identified as:* PPA-10
Pilotage Services
Description: Information on the provision of pilotage services within the Pacific Region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; accident reports; collective agreements; international shipping affairs.

PPA/OPE-010 *Formerly Identified as:* PPA-20
Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

PENSION APPEALS BOARD

Chapter 76

PENSION APPEALS BOARD

Background

This tribunal was constituted by the Parliament of Canada pursuant to an agreement with the government of Québec whereby it is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the Canada Pension Plan (CPP); from decisions of the Minister of Revenue of Québec, and in some circumstances, from decisions of La Commission des Affaires Sociales under the Québec Pension Plan (QPP).

The *Access to Information Act* does not apply to any material held by the Board which has to do with appeals arising under the Québec Pension Plan. The enquirer in such cases should be directed to the pertinent officials of that province.

All decisions of this Board with respect to the Canada or Québec Pension Plan are available to the public as published in full by the Commerce Clearing House (CCH) Canadian Employment Benefits and Pension Guide Reports, Vol. II, pages 5951 (et seq.) Both these documents and the decisions of the Board are held by the department involved. Any enquiries should be directed to them.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Pension Appeals Board
P.O. Box 8567
Postal Terminal
Ottawa, Ontario
K1G 3H9
Telephone: (613) 995-0612

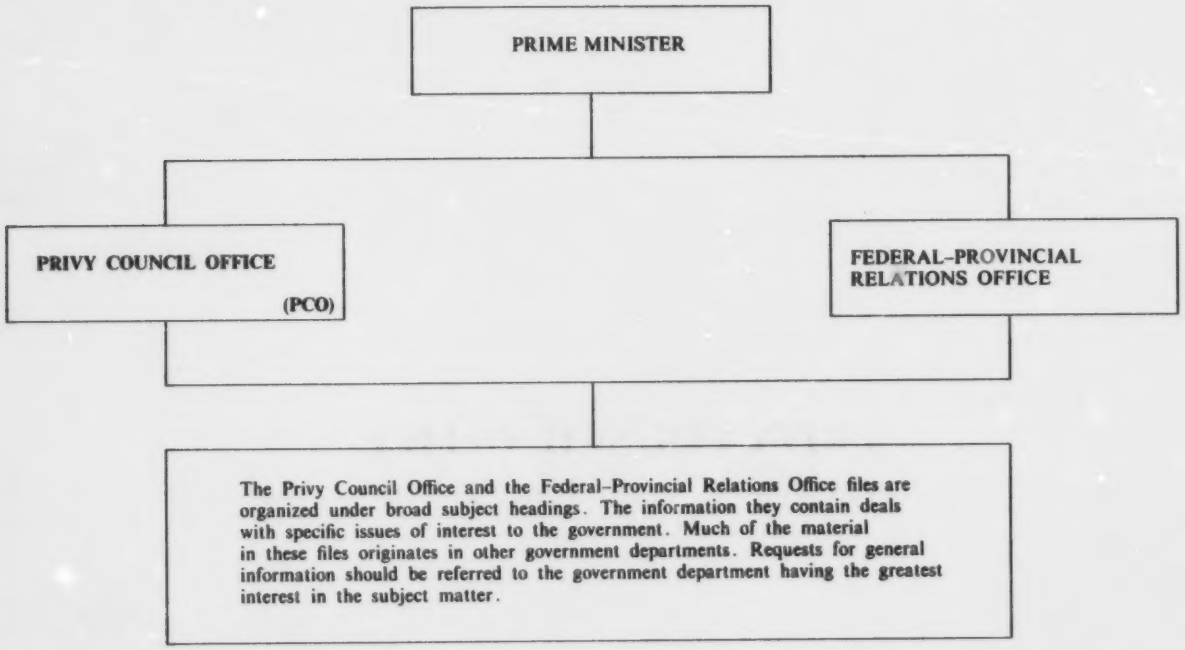
Classes of Records

PAB/PAB-005 *Formerly Identified as:* PAB-10
Appeals
Description: Information on proceedings before the Pension Appeals Board. *Topics:* A completed file normally contains the notice of appeal; the reply to the notice of appeal; copies of correspondence and documents submitted by the parties involved in the appeal; and copies of decisions related to the appeal.

PRIVY COUNCIL OFFICE

Chapter 77

PRIVY COUNCIL OFFICE



The Privy Council Office and the Federal–Provincial Relations Office files are organized under broad subject headings. The information they contain deals with specific issues of interest to the government. Much of the material in these files originates in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
PRIVY COUNCIL OFFICE
ROOM 409, BLACKBURN BUILDING
85 SPARKS STREET
OTTAWA, ONTARIO
K1A 0R3

PRIVY COUNCIL OFFICE

Background

When the responsibilities of Clerk of the Privy Council were defined in 1935, the duties included the preparation of Orders and Minutes of Council and general overseeing and direction of the Office of the Privy Council. The increase in the work of the Cabinet as a result of the Second World War made it necessary to make provision for a Secretary to the Cabinet. The Secretary was to collect and organize agenda for Cabinet meetings, provide the information and materials necessary for the Cabinet deliberations and prepare the results for communication to the departments concerned.

The Privy Council Office (PCO) came into being as a result of an Order-in-Council in 1940, which added the duties of Secretary to the Cabinet to those of Clerk of the Privy Council. Today, the PCO acts as a central agency providing a link between the Prime Minister, the Cabinet and the public service. The Office provides essential services to the Prime Minister, Cabinet, and Cabinet committees.

Laws and Regulations

- Minutes of Council (PC 3374, October 25, 1935)
- Order-in-Council (PC 1940-1121E, March 25, 1940)

Overall Responsibilities

The Privy Council Office has two main functions. One has to do with the operation of the Queen's Privy Council of Canada and primarily involves advice to the Governor General and the production of Orders-in-Council. The second has to do with the operation of Cabinet and the committees of Cabinet.

For the purpose of the *Financial Administration Act*, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council/ Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered a deputy head taking precedence among the chief officers of the public service.

The Privy Council Office provides secretariat support for Cabinet and the committees of Cabinet to facilitate the collective decision-making of Cabinet, and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions.

The overall responsibilities of the Office may be summarized as follows:

- the co-ordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the chairmen of committees;
- liaison with departments and agencies of government on Cabinet matters;
- undertaking of special studies on matters of current public policy concern as required; this includes participation in interdepartmental committees of officials through the provision of chairmen, members and secretaries and the preparation of papers for, and on behalf of, such committees;
- support and advice to the Prime Minister on prime ministerial prerogatives, and responsibilities for the organization of the Government of Canada;
- advice to the Prime Minister on national security and intelligence matters, as well as the preparation of emergency planning in anticipation of national disasters or other emergencies requiring support of the responsible civilian authority;
- the examination of submissions to the Governor-in-Council to ensure conformity with policy and legal requirements, and the preparation of draft orders; and
- duties related to regulations made under the *Statutory Instruments Act* including the examination revisions, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

Organization

The Privy Council Office is separated into two main branches: Plans and Operations. The Plans Branch assists the Prime Minister in defining the objectives and priorities of the government as well as determining the appropriateness of departmental mandates within the government. The Operations Branch is responsible for managing the business of Cabinet and Cabinet committees. Each committee has a corresponding secretariat that provides research and operational support. Most of these secretariats are in the Privy Council Office. As the concerns of Cabinet change, so do the Cabinet committees. As a result, the number and titles of the secretariats within the Privy Council Office are also subject to change.

The Senior Personnel Secretariat serves as the personnel section for the selection and appointment of senior officers in Governor-in-Council positions. The Prime Minister's responsibility for the safeguarding of the integrity of the nation is supported by the Security and Intelligence Secretariat.

The Orders-in-Council section provides documentary and legal support to the Governor-in-Council.

FEDERAL-PROVINCIAL RELATIONS OFFICE

Background

The Federal-Provincial Relations Office (FPRO) was established on January 15, 1975, by *An Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council*. The unit had previously functioned as the Federal-Provincial Relations Secretariat in the Privy Council Office. It is headed by the Secretary to the Cabinet for Federal-Provincial Relations who, supported by two deputy secretaries, reports directly to the Prime Minister.

Organization

The FPRO has five principal components: a secretariat responsible for liaison with the provinces, a secretariat responsible for policy development, two additional secretariats dealing with economic and social policy and programs, and an Office of Aboriginal Constitutional Affairs.

Overall Responsibilities

The functions of the FPRO are to advise and assist the Prime Minister regarding overall responsibility for federal-provincial relations, to provide the Cabinet with assistance in examining federal-provincial issues of current and long-term concern, and to promote and facilitate federal-provincial co-operation and consultation. The FPRO also provides assistance to federal ministers, departments and agencies in the conduct of their relations with provincial governments.

Access Procedures

The Access and Privacy Co-ordinator for the Privy Council Office oversees both the access to information and the privacy of information functions. Requests for access to records under the *Access to Information Act* should be sent to

PRIVY COUNCIL OFFICE

Access to Information and Privacy Co-ordinator
Privy Council Office
Blackburn Building, Room 409
85 Sparks Street
Ottawa, Ontario
K1A 0A3
Telephone: (613) 992-5245

Requests for access to records of the Federal-Provincial Relations Office under the *Access to Information Act* should be sent to

Access to Information and Privacy Co-ordinator
Privy Council Office
Federal-Provincial Relations Office
Blackburn Building, Room 409
85 Sparks Street
Ottawa, Ontario
K1A 0A3
Telephone: (613) 992-5245

Classes of Records

Privy Council Office

The files held by the Privy Council Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Much of the material on these files originates in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

It should be noted that Orders-in-Council are published in Part II of the Canada Gazette and are therefore records in the public domain. Requests for this material should not be made under the provisions of the *Access to Information Act*.

Exclusion or Exemption of Records

Under the *Access to Information Act*, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain advice or recommendations may be exempted by a government institution pursuant to Section 21. Both these sections refer to records that are less than 20 years old.

Federal-Provincial Relations Office

The files held by the Federal-Provincial Relations Office are organized under broad subject headings. The information they hold deals with specific issues of interest to the government from time to time. Much of the material on these files originates in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

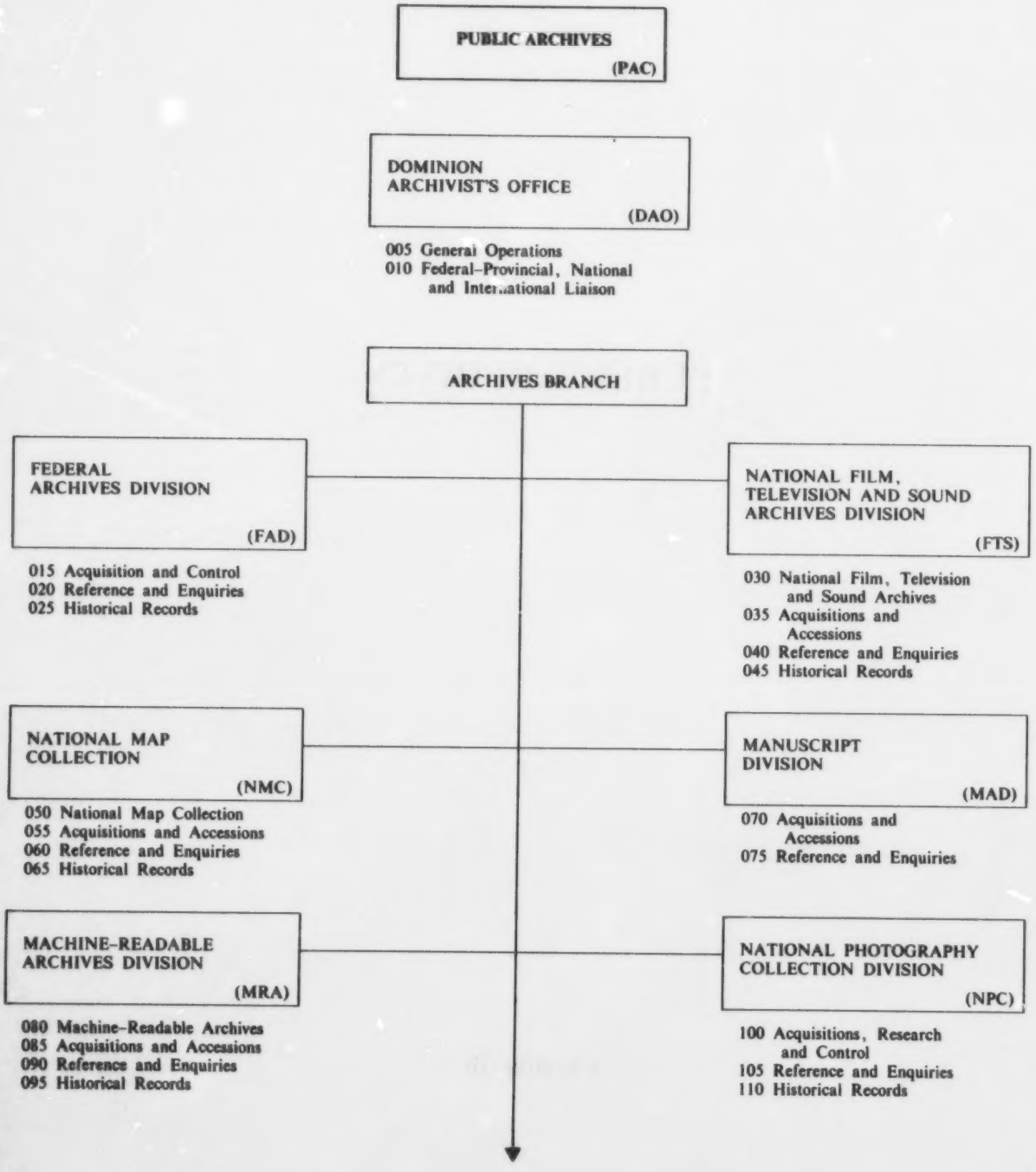
Exclusion or Exemption of Records

Under the *Access to Information Act*, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain information whose release could be injurious to the conduct by the Government of Canada of federal-provincial affairs may be exempted by a government institution pursuant to Sections 21 and 14.

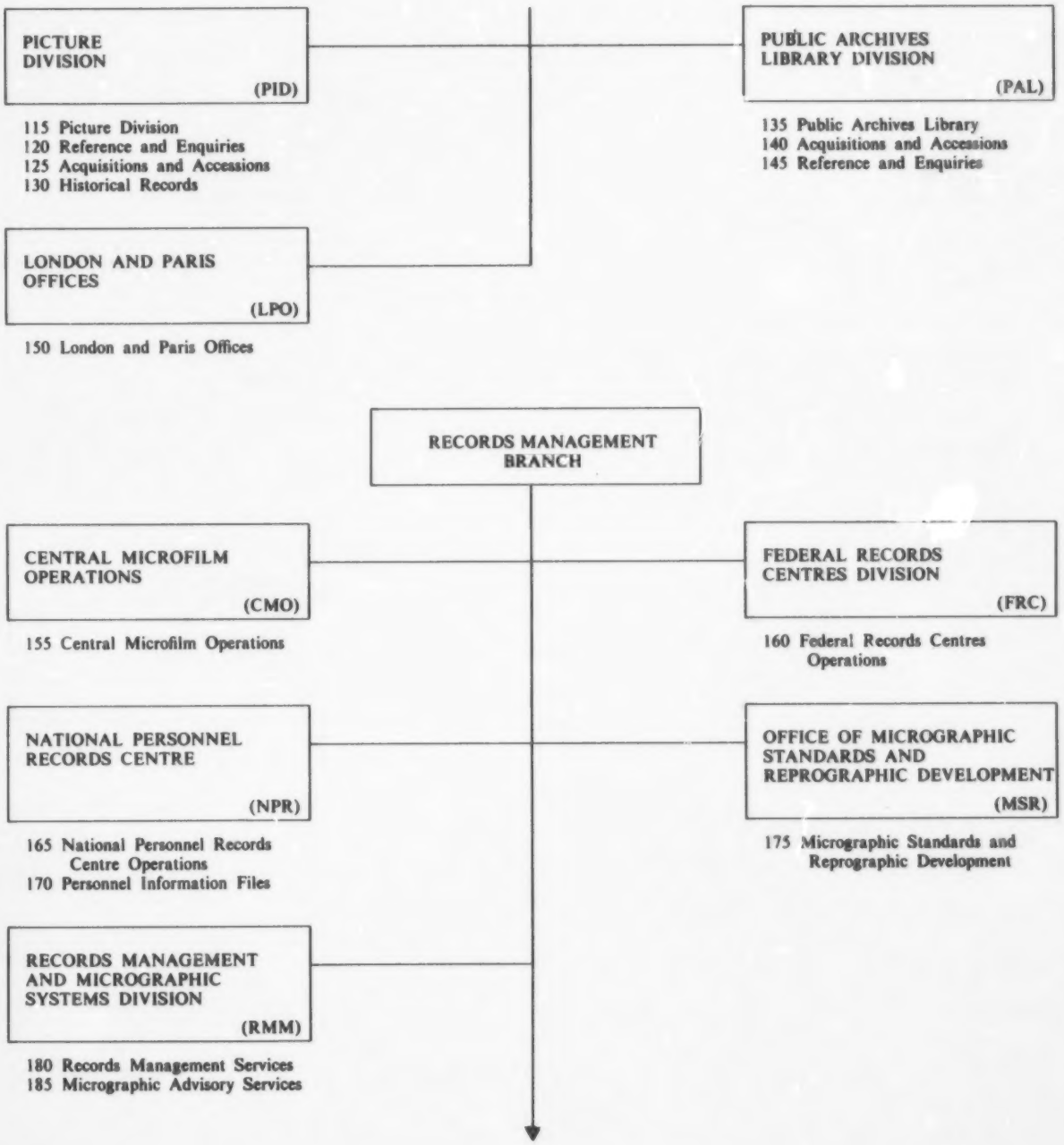
PUBLIC ARCHIVES

Chapter 78

PUBLIC ARCHIVES



PUBLIC ARCHIVES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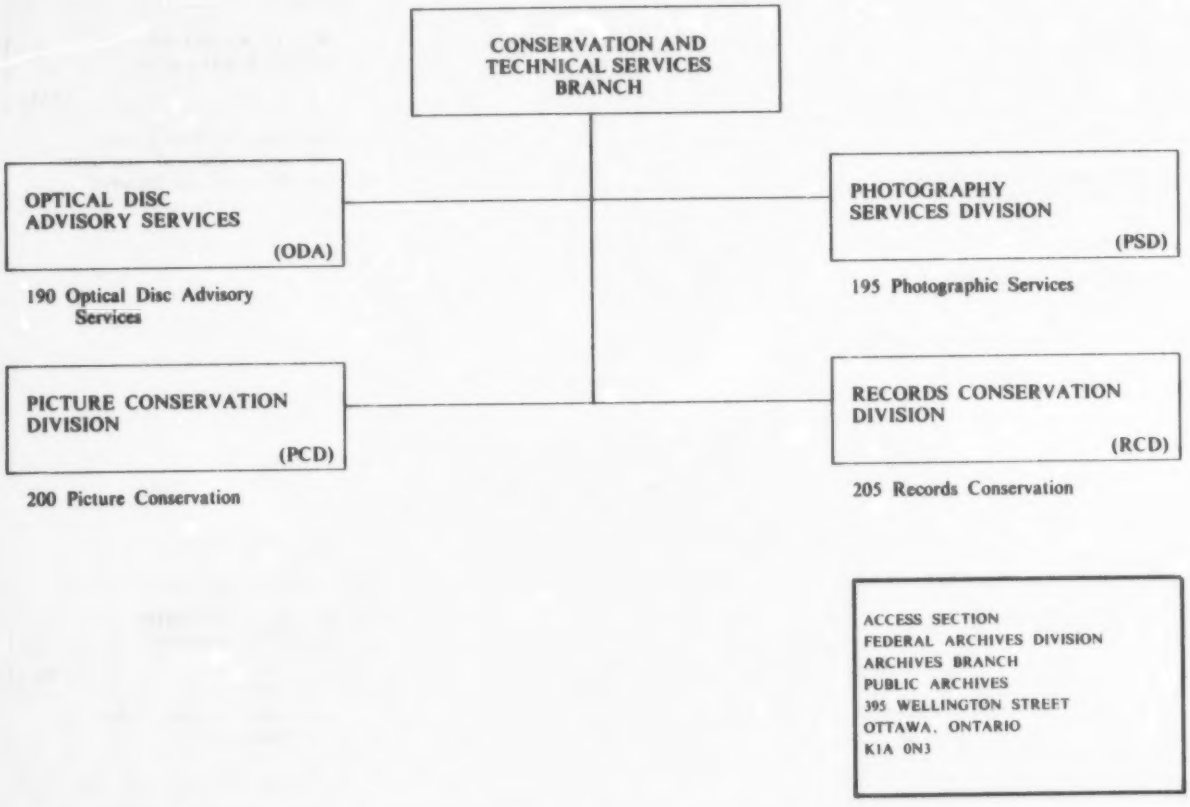
PUBLIC ARCHIVES



PUBLIC ARCHIVES

Overall Responsibilities

Public Archives Canada (PAC) has a dual role. First, as a research institution, it is responsible for acquiring, from any source, all significant archival material of every kind, nature and description on all aspects of Canadian life, and for providing suitable research services and facilities to make this material available to the public.

This broad mandate obliges the Public Archives to preserve material both from the private sector and federal government institutions. The classes of records described in this publication, however, do not include material placed in the Public Archives by persons or organizations other than government institutions. Access conditions for collections acquired from the private sector are normally established by negotiation between the donor and the Public Archives.

The Public Archives plays an equally important role in the efficient management of federal government records. In addition to contributing to overall efficiency, these activities provide for the preservation of an administrative memory by documenting current and former government activities.

Laws and Regulations

- Public Archives Act (1912)

Organization

The Public Archives is directed by the Dominion Archivist, who is the deputy head, supported by an assistant dominion archivist and four directors-general heading the three operational branches and the administration branch. The Dominion Archivist reports to the Minister of Communications.

The Archives Branch consists of eight divisions: Federal Archives; National Film, Television and Sound Archives; National Map Collection; Manuscripts Division; Machine-Readable Archives; National Photography Collection; Picture Division; and Public Archives Library. The branch also maintains offices in London and Paris.

The Records Management Branch consists of: Central Microfilm Operations; Federal Records Centres Division; National Personnel Records Centre; Office of Micrographic Standards and Reprographic Development; and the Records Management and Micrographic Systems Division. The branch also maintains federal records centres in the following cities: Halifax, Montréal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

The Conservation and Technical Services Branch consists of: Optical Disc Advisory Services; Photography Services; Picture Conservation; and the Records Conservation Division.

Departmental Administration is responsible for such services as finance, personnel and general administration.

Publications

Information on the different publications produced by the Public Archives can be obtained by contacting

Publications Division
Public Archives
395 Wellington Street,
Ottawa, Ontario
K1A 0N3
Telephone: (613) 996-1473

Access Procedures

Formal access requests under the *Access to Information Act* should be forwarded to

Access Section
Federal Archives Division
Archives Branch
Public Archives
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Dominion Archivist's Office

The Dominion Archivist is ultimately responsible for all activites of the Public Archives. He or she also participates nationally and internationally in various committees, associations and councils. The assistant dominion archivist assists the Dominion Archivist, particularly in the historical documents, records management and conservation functions.

ARCHIVES BRANCH

The branch is responsible for the acquisition, organization and preservation of historical material from government institutions as well as from private individuals and organizations; and providing access to historical government records, research facilities, advice, assistance and reference service to government departments and the various research communities.

Federal Archives Division

This division is responsible for the acquisition, selection, custody and preservation of the textual historical records created and received by the departments and agencies of the Government of Canada and their predecessors, and for making these records available for reference and research purposes.

Manuals

- Federal Archives Division Procedure Manual

National Film, Television and Sound Archives Division

The main function of this division is the acquisition and custody of historically significant audio and audio-visual records such as films, videotapes and sound recordings from the private sector and government institutions. Reference services are available to government institutions and the general public.

Manuals

- Internal Cataloguing Procedure Manual

National Map Collection

The main function of the division is the acquisition and custody of historically significant cartographic and architectural records, mostly from federal government institutions. The division also collects historical material from the general public. Reference services are available to government departments and the general public.

Manuals

- Internal Procedures Manual — guidelines on the acquisition, appraisal, selection, classification, and accessioning of maps received from government departments

Manuscript Division

This division is responsible for the acquisition, selection, organization, description, storage and preservation of nationally significant and historically valuable private manuscripts, corporate records and non-federal government records. It also serves government agencies and the public by making these records available to researchers, performing research and providing information and advice.

Manuals

- Manuscript Division Procedures Manual

Machine-Readable Archives Division

This division appraises, acquires, controls and makes available for research historically valuable machine-readable (EDP) records produced in the public sector, and those of national significance produced in the private sector. It also assists in the development and promotion of data archival techniques in other organizations.

Manuals

- Policies and Procedures Manual

National Photography Collection Division

The division collects, organizes, preserves and makes available selected photographic collections to the public.

Manuals

- Guide to Photo Control Procedures and Methods
- Descriptive and Subject Cataloguing at the National Photography Collection
- Thesaurus of Cataloguing Terms

Picture Division

The main function of the division is the acquisition and custody of historically significant pictorial and iconographical records, mostly from the private sector. Reference services are available to government departments and the general public.

Public Archives Library Division

The main function of the division is the acquisition and custody of historically significant collections of books and other publications from government institutions and the private sector. It serves as the departmental reference library for the other divisions on their archival projects and operations. Services are available to government institutions and the general public.

Manuals

- Internal Procedural Manuals on Acquisition, Loans and Cataloguing

London and Paris Offices

The function of these offices is to identify, evaluate and arrange for the acquisition or copying of archival material relevant to Canada (manuscripts, maps, paintings, prints, photographs or publications) in England, France and the surrounding countries; and to answer research enquiries and provide a reference service.

RECORDS MANAGEMENT BRANCH

The function of this branch is to provide a comprehensive service in records management, primarily to federal government departments and agencies in Ottawa and in larger metropolitan centres across Canada. This service includes records centre storage and reference facilities, advice and assistance in records scheduling and disposal, the provision of training courses, printed standards and guides on records management, conduct of surveys and evaluations, assistance for internal audit staff at institutions in the auditing of records management functions, provision of micrographic operational services and assistance in other aspects of records management, including the federal government's Essential Records Program.

Manuals

- Records Management: Organization and Procedures

Central Microfilm Operations

This division provides a complete micrographic operational service to government departments and agencies on a cost-recovery basis. This includes all microforms, with special capacity in the area of microfiche and computer output microfilm.

Federal Records Centres Division

This division provides safe and economical storage facilities for dormant records, essential records and active computer tapes of federal government departments and agencies in regions where the federal government has its major concentrations of activity. Centres are located in the following cities: Halifax, Montréal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

National Personnel Records Centre

The functions of the National Personnel Records Centre (NPRC) are to provide storage and reference services, to federal departments and agencies and the general public, on personnel and personnel-related records of former civilian and military federal employees and former members of the Royal Canadian Mounted Police; and to assume on behalf of the Dominion Archivist the responsibilities defined in current privacy legislation for all personnel records under NPRC control.

Office of Micrographic Standards and Reprographic Development

The office co-ordinates activities for the development of national micrographic standards and provides a referral centre in the field of reprography.

Records Management and Micrographic Systems Division

This division is responsible for advising, training, and assisting government institutions in the management of their records and the use of micrographics; for evaluating and monitoring the effectiveness of records management in government institutions; for undertaking and promoting research into technological developments; and for ensuring the effective scheduling (for retention and disposal) of government records.

CONSERVATION AND TECHNICAL SERVICES BRANCH

This branch is responsible for picture and records conservation for the Public Archives, including photography services, computer systems development, and the training of qualified conservators.

Optical Disc Advisory Services

This section provides advisory services to the Public Archives in the research, design, development and implementation of optical disc storage and retrieval systems.

Photography Services Division

This division is responsible for photographic services to the Public Archives, and to the researchers who use the facilities.

Picture Conservation Division

This division is responsible for the conservation and restoration of historical and rare documents (principally oil paintings, fine art on paper, medals and photographic materials) for the Public Archives.

Records Conservation Division

This division is responsible for the conservation and restoration of historical and rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material. It also provides a training program to develop qualified Canadian conservators.

Classes of Records

PAC/DAO-005 *Formerly Identified as:* PAC-10
General Operations
Description: Information on the acquisition, conservation and use of historical documents and on the records management function. *Topics:* Correspondence with the Minister, Treasury Board and other central agencies; publications; exhibitions; planning; evaluation and audit.

PAC/DAO-010 *Formerly Identified as:* PAC-20
Federal-Provincial, National and International Liaison
Description: Information on participation in various departmental, provincial, national and international organizations. *Topics:* Associations — Association of Canadian Archivists, Association des archivistes du Québec; Societies — Society of American Archivists, Royal Commonwealth Society; Councils — International Council of Archives; and Committees — Senior Management Committee, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History.

PAC/FAD-015 *Formerly Identified as:* PAC-30
Acquisition and Control
Description: Information on the acquisition of government records and their selection, organization, description and conservation as the permanent historical record of the Government of Canada. *Topics:* Negotiations and liaison with departments and agencies; submission of records retention and disposal schedules and microfilm proposals; transfers of records and accessioning procedures; the organization, selection and description of historical records; liaison with other Public Archives divisions and branches on historical records.

PAC/FAD-020 *Formerly Identified as:* PAC-40
Reference and Enquiries
Description: Information on the terms, arrangements and provisions for making information contained in historical records available to the general public. *Topics:* Registration of researchers; access and restrictions; microfilm interlibrary loans; photo-duplication services.

PAC/FAD-025 *Formerly Identified as:* PAC-50
Historical Records
Description: Information on all aspects of the organization and operations of federal government departments and agencies and their predecessors, selected for permanent preservation because of their historical value. *Topics:* Culture and communications; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military and wartime activities; minerals and energy; natural resources, the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* The original file classification systems used in the creating departments and agencies have been maintained, but the records of each department and agency have been placed into record groups. *Storage Medium:* Microfilm.

PAC/FTS-030 *Formerly Identified as:* PAC-60
National Film, Television and Sound Archives
Description: General information on the functions of this division. *Topics:* Access to material (restrictions); exchanges and agreements; loans; projects.

PAC/FTS-035 *Formerly Identified as:* PAC-70
Acquisitions and Accessions
Description: Information on the acquisition of films, videotapes and sound recordings of historical value for preservation, cataloguing and storage. *Topics:* Cataloguing; preservation; evaluations, appraisals of collections; purchasing donations; negotiations.

PAC/FTS-040 *Formerly Identified as:* PAC-80
Reference and Enquiries
Description: Information on reference and enquiries to the National Film, Television and Sound Archives for information or copies of holdings. *Topics:* References; cataloguing; permissions to copy; enquiries — individuals, companies, societies and associations, municipal, provincial and federal government institutions.

PAC/FTS-045 *Formerly Identified as:* PAC-90
Historical Records
Description: Selection of films, videotapes and sound recordings for permanent archival retention. *Topics:* Documentation on Canadian film, television and international cinema; still photographs and transparencies relating to television and films; sound recordings of historical events and broadcasts; biographical sound interviews; fiction and non-fiction films and videotapes. *Storage Media:* Films, tapes, discs, photographs and transparencies.

PAC/NMC-050 *Formerly Identified as:* PAC-100
National Map Collection
Description: General information on the functions of this division. *Topics:* Loans of maps; microfilming submissions from federal government institutions; access to material; internal research and cataloguing projects; development and participation in the archives course and the seminar on cartographic archives; provision of material for exhibitions.

PAC/NMC-055 *Formerly Identified as:* PAC-110
Acquisitions and Accessions
Description: Information on the acquisition and accession of cartographic and architectural records from government institutions and the private sector for preservation, cataloguing and storage. *Topics:* Evaluations; negotiations; agreements; auctions; offers of maps. *Retrievability:* These files are arranged by subject, donor, or collection.

PAC/NMC-060 *Formerly Identified as:* PAC-120
Reference and Enquiries
Description: Information on reference and enquiries to the National Map Collection for information or copies of holdings. *Topics:* Enquiries — individuals, companies, societies and associations; colleges, universities and schools; municipal, provincial and federal institutions; permissions to copy; redistribution of maps.

PAC/NMC-065 *Formerly Identified as:* PAC-130
Historical Records
Description: Selection of all cartographic and architectural forms, including maps, plans, charts, blueprints, atlases and globes for permanent archival retention. *Topics:* Early Canadian cartography; modern cartography (after 1850); government cartographic and architectural records. *Retrievability:* Collections acquired from government institutions and considered public records are filed by record group. Maps transferred to the National Map Collection from the collections acquired by the Manuscript Division are filed by collection name. Individual maps are filed by geographic classification number.

PAC/MAD-070 *Formerly Identified as:* PAC-140
Acquisitions and Accessions
Description: Information on manuscripts and records acquired from the private sector to be organized, retained and preserved by the Public Archives. *Topics:* Acquisitions (negotiations, some evaluations

and agreements with collectors, the public and donors; also exchanges with archival institutions); contacts for acquisition purposes; transfers, organization and control of manuscript collections. *Retrievability:* These files are arranged by subject, donor, collection and institution.

PAC/MAD-075 *Formerly Identified as:* PAC-150
Reference and Enquiries
Description: Information on research performed by divisional staff, enquiries, and access to the records in the custody of the Manuscript Division. *Topics:* Research (on historical events and persons, cultural, political, social, economic, scientific and intellectual development of Canada, genealogy, ships, military regiments and other miscellaneous subjects); enquiries — by individuals, organizations and government departments; access to records — lists of access restrictions and requests, including approval or denial of access (listed by year).

PAC/MRA-080 *Formerly Identified as:* PAC-160
Machine-Readable Archives
Description: Correspondence of a general nature on the operations and activities of the Machine-Readable Archives Division. *Topics:* EDP hardware (equipment and machinery); EDP software (development or consideration of systems); studies, surveys and questionnaires; conservation of holdings.

PAC/MRA-085 *Formerly Identified as:* PAC-170
Acquisitions and Accessions
Description: Information on the appraisal and acquisition of machine-readable data files of historical or long-term research value. *Topics:* Acquisitions (government and private sectors); liaison (institutions and countries); microfilm submissions; records retention and disposal schedules.

PAC/MRA-090 *Formerly Identified as:* PAC-180
Reference and Enquiries
Description: Information on enquiries and access to machine-readable records in the custody of the Machine-Readable Archives Division. *Topics:* Access restrictions (government and private sector); enquiries.

PAC/MRA-095 *Formerly Identified as:* PAC-190
Historical Records
Description: Machine-readable (EDP) information on many aspects of the operations of government departments and agencies, acquired for its historical and long-term research value. *Topics:* Culture and communication; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military activities; minerals, energy and natural resources; the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* These files are arranged by EDP file title and government department.

PAC/NPC-100 *Formerly Identified as:* PAC-200
Acquisitions, Research and Control
Description: Information on the acquisition and preservation of photographic documents organized and retained by the Public Archives. *Topics:* Negotiations with (and evaluation for) photographers, members of the public and donors; biographies of historical and contemporary photographers; inventories (photographic holdings of some government departments and agencies); research and acquisition projects; contacts in the public sector; accession (the nature, source and location of each photo collection); transfer, organization, storage and control of photographic records. *Retrievability:* These files are arranged by subject, by individual accession and by name.

PAC/NPC-105 *Formerly Identified as:* PAC-210
Reference and Enquiries
Description: Information on enquiries and access to photographic documents in the custody of the National Photography Collection. *Topics:* Enquiries — individuals, organizations and government departments; the organization of reference services; the course and completion of exhibitions and publications; the cataloguing of photographs; access to records; photo duplication of records. *Retrievability:* These files are arranged by subject, year, individual, organization and government.

PAC/NPC-110 *Formerly Identified as:* PAC-220
Historical Records
Description: Photographic documentation transferred to the Public Archives from federal sources illustrating all aspects of national life. *Topics:* Vary widely from one donor department or agency to another; depend on the functions of photography at the institution, such as public relations, scientific or technical recording or experimentation, and engineering and construction. *Retrievability:* Records are usually kept in their original arrangements but are accessioned and described by donor, subject, and sometimes photographer. There is also an illustrated card catalogue of selected items from collections, various finding aids for specific collections, and collection name files created as part of the Guide to Canadian Photographic Archives. *Storage Media:* Various types of photographic paper; photographic negatives (glass plates and celluloid); early photographic processes on metal or glass bases.

PAC/PID-115 *Formerly Identified as:* PAC-230
Picture Division
Description: General information on the functions of this division. *Topics:* Loans of pictures and transparencies; access to material; internal research projects; provision of material for exhibitions; exchanges and agreements; artist files by name.

PAC/PID-120 *Formerly Identified as:* PAC-240
Reference and Enquiries
Description: Information on reference and enquiries to the Picture Division for information or copies of holdings. *Topics:* Enquiries — individuals, companies, societies and associations, colleges, universities and schools, and municipal, provincial and federal government institutions; permission to copy.

PAC/PID-125 *Formerly Identified as:* PAC-250
Acquisitions and Accessions
Description: Information on the acquisition and accession of pictorial and iconographic records such as paintings, medals, drawings, posters and heraldry for preservation, cataloguing and storage. *Topics:* Evaluations; negotiations; agreements; auctions; offers of pictures; insurance. *Retrievability:* These files are arranged by subject, donor, or collection.

PAC/PID-130 *Formerly Identified as:* PAC-260
Historical Records
Description: Paintings, drawings, heraldry, medals and posters selected for permanent archival retention. *Retrievability:* The holdings are arranged first by the physical aspect of the materials: paper (posters, fashion magazines, drawings); canvas (paintings); others (medals, heraldry). They are then arranged by name of artist or collection. There is a backup subject cross-index.

PAC/PAL-135 *Formerly Identified as:* PAC-270
Public Archives Library
Description: General information on the functions of the library. *Topics:* Loans; special projects; operational relations with other divisions; participation in exhibitions.

PUBLIC ARCHIVES

PAC/PAL-140 *Formerly Identified as:* PAC-280
Acquisitions and Accessions
Description: Information on the acquisition and accession of early Canadian historical documents and their cataloguing for preservation and storage. *Topics:* Indexes, biographies, genealogies, shipping, and directories of cities and townships; purchasing and donations; restriction on acquisitions; exchanges and agreements; evaluation appraisals of collections.

PAC/PAL-145 *Formerly Identified as:* PAC-290
Reference and Enquiries
Description: Information on reference and enquiries to the library for information or copies of holdings. *Topics:* Archives; records management; cartography; Canadian art; audio-visual archives and Canadian films; reports and journals of Canadian, American, British and French historical associations; permission to copy; research; enquiries — individuals, companies, societies, associations, and municipal, provincial and federal government institutions.

PAC/LPO-150 *Formerly Identified as:* PAC-300
London and Paris Offices
Description: Information on the acquisition or reproduction of archival material relevant to Canada. *Topics:* Specialized research; enquiries from government officials, scholars, university professors, students and the general public.

PAC/CMO-155 *Formerly Identified as:* PAC-305
Central Microfilm Operations
Description: Information relating to the provision of a complete micrographic operational service to all government departments and agencies on a cost-recovery basis. *Topics:* General; source document microfilming; quality control; processing; computer output microfilm; duplication and microformatting.

PAC/FRC-160 *Formerly Identified as:* PAC-310
Federal Records Centres Operations
Description: Information relating to provision of safe and economical storage facilities for dormant records, essential records and active computer tapes. *Topics:* General; accessioning; disposal; micrographic inspection and reboxing; reference services and tape library.

PAC/NPR-165 *Formerly Identified as:* PAC-340
National Personnel Records Centre Operations
Description: Information relating to the provision of storage and reference services for personnel and personnel-related records of former civilian and military federal employees and former members of the Royal Canadian Mounted Police. *Topics:* General; accessions; disposal; reference services and enquiries.

PAC/NPR-170 *Formerly Identified as:* PAC-370
Personnel Information Files
Description: Personnel information collected during the course of an individual's term of employment in the government. *Topics:* Former federal civilian employees and military personnel. *Retrievability:* These files are arranged by locator number. *Storage Medium:* Microfilm.

PAC/MSR-175 *Formerly Identified as:* PAC-410
Micrographic Standards and Reprographic Development
Description: Information relating to the development of micrographic standards; to national and international reprographic and micrographic organizations; to the provision of advice and assistance on reprographic subjects. *Topics:* General; micrographic standards; national and international liaison; research and reference.

PAC/RMM-180 *Formerly Identified as:* PAC-380
Records Management Services
Description: Information relating to the advice, assistance, research and training in records management provided to federal government departments and other organizations. Also information relating to the control of requests for authority to dispose of government records and the evaluation of the effectiveness and efficiency of records management operations. *Topics:* General; consulting services; federal records inventory; evaluations; publications; research and development; scheduling and training.

PAC/RMM-185 *Formerly Identified as:* PAC-415
Micrographic Advisory Services
Description: Information relating to advice provided to departments on the technical suitability of micrographic applications, to the dissemination of information on the state-of-the-art in micrographics, and to the training provided to departmental personnel. *Topics:* General; consulting services; micrographic technology course.

PAC/ODA-190 *Formerly Identified as:* PAC-490
Optical Disc Advisory Services
Description: General information on optical disc storage and retrieval systems. *Topics:* Research design development; storage and retrieval systems.

PAC/PSD-195 *Formerly Identified as:* PAC-495
Photographic Services
Description: Information relating to photographic and electrostatic reproductions of materials held in the Public Archives. *Topics:* General; film preservation; photographic assignments; black-and-white reproductions; colour reproductions.

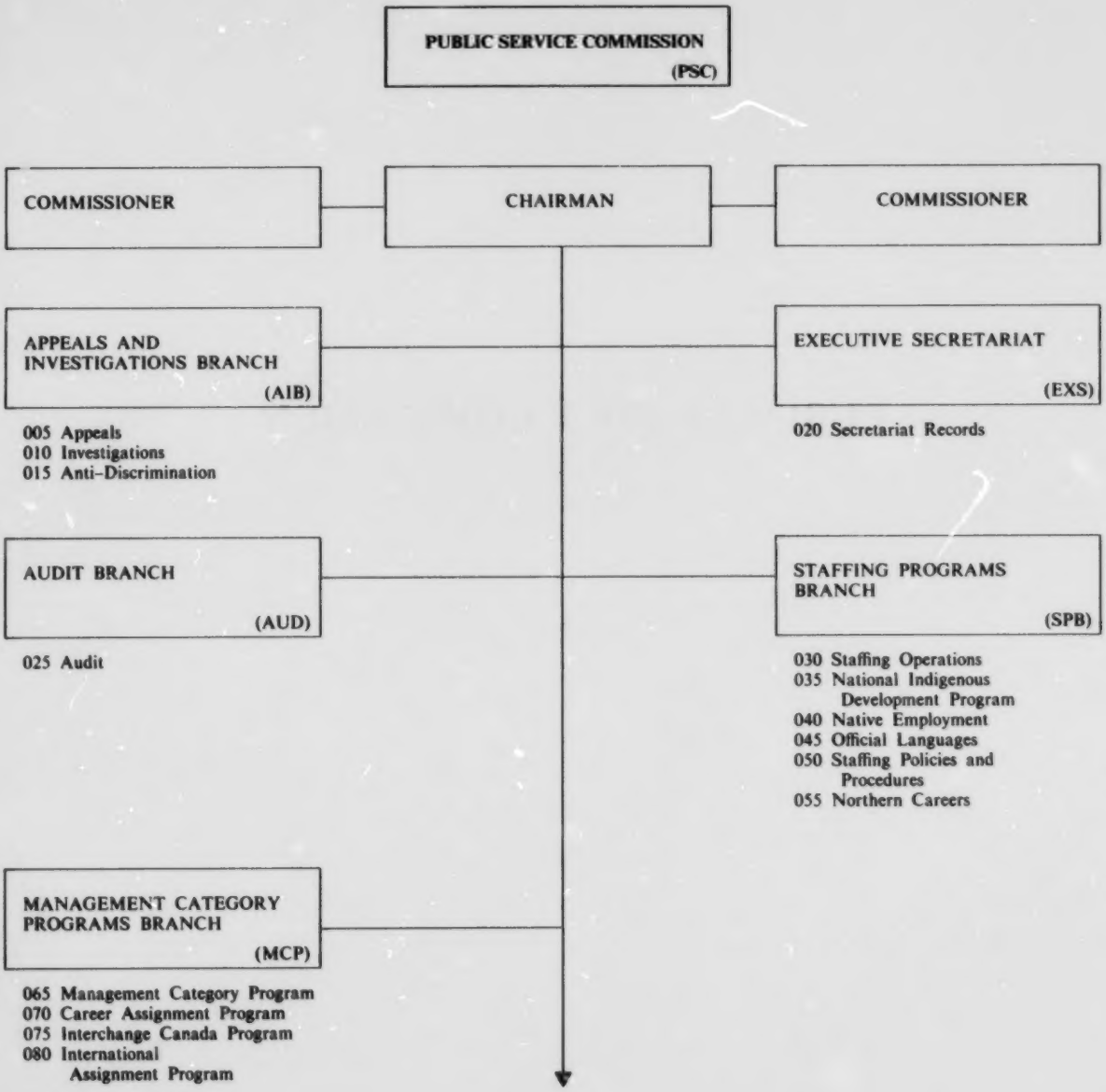
PAC/PCD-200 *Formerly Identified as:* PAC-500
Picture Conservation
Description: Information relating to the preservation and restoration services for works of art on paper, oil paintings, photographic records, medals and other holdings. *Topics:* General; water-colours; prints and drawings; oil painting conservation; medal conservation; photograph conservation.

PAC/RCD-205 *Formerly Identified as:* PAC-505
Records Conservation
Description: Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material. *Topics:* General; book restoration; map, poster and manuscript restoration; deacidification; conservation training program.

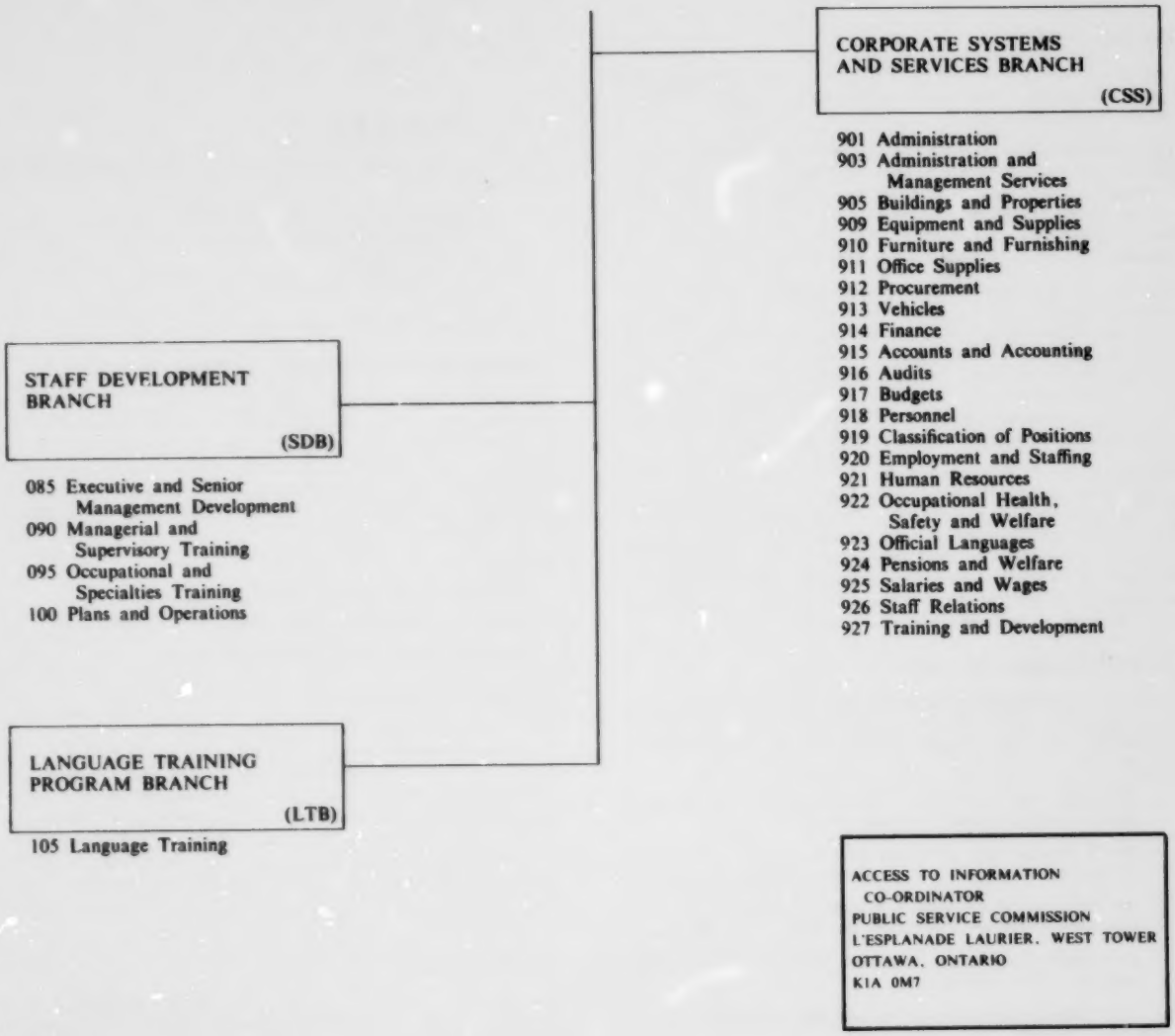
PUBLIC SERVICE COMMISSION

Chapter 79

PUBLIC SERVICE COMMISSION



PUBLIC SERVICE COMMISSION



PUBLIC SERVICE COMMISSION

Background

The Public Service Commission (PSC) is a politically independent agency accountable to Parliament for the administration of the *Public Service Employment Act*.

The jurisdictional powers of the PSC rest with three commissioners — one chairman and two members. They are appointed by the Governor-in-Council for a ten-year term and have the status of deputy head. Together, the commissioners set the overall policy in accordance with the *Public Service Employment Act*. A majority of the commissioners constitutes a quorum. The chairman is chief executive officer.

The PSC, as it is known today, evolved gradually from the Civil Service Commission (CSC), which was established in 1908 under the *Civil Service Amendment Act*. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa. The *Civil Service Act* of 1918 placed the entire Public Service under the CSC. The *Civil Service Act* of 1962 preserved the independence of the Civil Service Commission and maintained the fundamental principles of the merit system.

The *Public Service Employment Act* of 1967 reaffirmed the merit principle and changed the name of the Civil Service Commission to the Public Service Commission (PSC). The PSC's main task became staffing and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibility for pay and classification and conditions of employment was transferred to the Treasury Board of Canada.

Overall Responsibilities

The primary responsibility of the Public Service Commission today is to ensure that the merit principle, as determined by the Commission, is upheld in public service staffing operations. This is accomplished through:

- the appointment or provision for the appointment of qualified persons to or from within the Public Service;
- the development and administration of processes and standards for selection of candidates for positions in the Public Service;
- the operation of an appeals system for appointments and demotions or releases for incompetency or incapacity; and
- the conduct of audits to evaluate the manner in which staffing authority has been exercised.

The *Public Service Employment Act* also provides for the Public Service Commission to:

- promote the participation of women, francophones, native people and other under-represented groups in the Public Service;
- ensure that physically and mentally handicapped persons are given effective equality of opportunity to compete for positions in the Public Service;
- provide professional leadership in facilitating, stimulating and operating programs of development and training, including language training and services, to bring about improvements in the skills and qualifications of public service employees;
- maintain an effective appeals mechanism for employees of the Public Service with respect to appointments, releases and demotions;
- investigate complaints of inequity and unfairness in employment under the *Public Service Employment Act;* and
- make decisions on allegations of political partisanship.

Members of the public seeking information about various PSC programs, services and policies are encouraged to telephone the Information centre at (613) 996-5010. The centre is located in Ottawa at 300 Laurier Avenue West (West Tower, L'Esplanade Laurier).

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to

Access to Information Co-ordinator
Public Service Commission
L'Esplanade Laurier, West Tower
Ottawa, Ontario
K1A 0M7
Telephone: (613)993-7261

Appeals and Investigations Branch

The branch establishes independent boards to hear appeals by public servants against alleged breaches of the *Public Service Employment Act* and Regulations, including cases taken to the Federal Court of Canada. It also investigates complaints alleging discrimination on non-proscribed grounds, harrassment, unfair administrative treatment on the job, questionable staffing activities and other complaints on personnel matters.

Manuals

- Anti-discrimination Operational Procedures Manual
- Appeals Operational Procedures Manual
- Investigations Operational Procedures Manual

Executive Secretariat

The chairman and commissioners' offices have the overall responsibility for PSC policy in accordance with the *Public Service Employment Act*. The executive secretariat provides advice and assistance in the co-ordination of policy submissions from organizational components of the PSC. Accordingly, it develops and organizes policies affecting more than one organizational component of the PSC; administers Sections 21, 31, 32, and 39 of the *Public Service Employment Act;* provides replies to ministerial and parliamentary enquiries; and regulates the flow of documentation to and from the PSC.

Audit Branch

The branch conducts audits of delegated and non-delegated staffing activities and other personnel management functions, as delegated by the Treasury Board of Canada, to assess the management of staffing and other personnel management systems, including the assessment of the effectiveness and impact of policies, practices, procedures and regulations on these systems. These audits are carried out on a cyclical basis in all departments and agencies that come under the *Public Service Employment Act*. The results are used by the Commission to determine the content and duration of the instruments for delegation of staffing authority and to account to Parliament each year on the state of staffing delegation under Section 45 of the Act, and by the Treasury Board of Canada to assess the administration of its personnel management policies and systems.

Manuals

- Personnel Audit and Review Guide
- Audit Branch

Staffing Programs Branch

The branch administers the *Public Service Employment Act* and Regulations, through the establishment of policies and directives,

selection standards and tests, referral selection and appointment of candidates for employment tranfers; career counselling to employees and candidates; and operation of special programs concerning women, indigenous persons, disabled people, both official language groups, black persons, and northern careers which are designed to remove barriers, promote changes in attitudes and monitor progress.

Manuals

- Personnel Management Manual, Volume 6 (Staffing)
- Operations Procedure Manual

Management Category Programs Branch

The branch, under the *Public Service Employment Act* and the Commission's policies, establishes policies and systems for the recruitment and selection of individuals for management category positions in the Public Service; performs planning, counselling and staffing for the management category; is responsible for the Interchange Canada and International Assignments Programs, Career Assignment Program management category, resource planning and analysis, and policy and systems development.

Staff Development Branch

The branch provides executive, professional, managerial and supervisory training to public servants throughout Canada, in response to departmental demand, by providing individualized learning activities, standard courses or training events custom-designed to suit the specific job requirements of a particular department or group of departments.

Manuals

- Staff Development Branch Policies and Procedures Manual

Language Training Program Branch

The branch provides basic language training to employees on the Commission's or client's premises; designs and conducts specialized and developmental courses for departments and agencies; and gives advice and assistance to clients in various areas of language training such as the development of teaching materials to meet specific needs, program evaluation, needs analysis, consultation, testing and orientation of language trainees.

Corporate Systems and Services Branch

This branch designs, promotes, implements and co-ordinates management systems in the Commission. It ensures that internal Commission policies and systems are consistent with central agency requirements, directs the acquisition and management of the Commission's resources, and provides services to other branches through the following directorates: Administration, Information and Management Systems, Corporate Systems and Analysis, Finance, Public Affairs, Personnel, Internal Audit, and Regional Services.

Manuals

- Administrative Policy and Procedures Manual
- Financial Administration Manual

Classes of Records

PSC/AIB-005 *Formerly Identified as:* PSC-120
Appeals
Description: Information on appeals by public servants, including cases brought before the Supreme Court of Canada, against alleged breaches of the *Public Service Employment Act* and Regulations, in appointments or recommendations for demotion and releases. *Topics:* Appeals-general and Federal court cases. *Retrievability:* Files arranged by subject, individual or organization.

PSC/AIB-010 *Formerly Identified as:* PSC-130
Investigations
Description: Information on the investigation of complaints concerning the implementation of the *Public Service Employment Act*, except allegations of discrimination as defined in the Act. *Topics:* Cases; special investigations. *Retrievability:* Files arranged by subject, individual or organizations.

PSC/AIB-015 *Formerly Identified as:* PSC-110
Anti-Discrimination
Description: Information on alleged discrimination in the Public Service on grounds of sex, race, national origin, colour, religion, age, marital status, physical disability, criminal record, security clearance and political preference, and equitable application of regulations dealing with conditions of work. *Topics:* Cases; sex restrictions; special cases. *Retrievability:* Files arranged by subject, individual or organization title. (N.B. Only cases received up to and including April 3, 1985. Effective April 4, 1985, all complaints of discrimination on proscribed grounds are dealt with by the Canadian Human Rights Commission.)

PSC/EXS-020 *Formerly Identified as:* PSC-05
Secretariat Records
Description: The information contained in the records associated with this class relates to the establishment of policy; Commissioners' awards; the right of public servants to take part in political activities; requests for leave to participate in federal, provincial or territorial elections; studies and operational reports; and other operational activities affecting more than one operational component of the PSC. *Topics:* Commissioners' awards; policies and programs; political partisanship; studies and reports; employees appointed under exclusion order; leave of absence to seek election; public servants released or demoted. *Retrievability:* Files arranged by subject.

PSC/AUD-025 *Formerly Identified as:* PSC-100
Audit
Description: Information on cyclical audits of staffing and other personnel activities in Departments and agencies; special studies and project audits on specific aspects of the staffing system such as summer students, exclusion orders, Canada Employment and Immigration Commission, public service recruitment and referral service. *Topics:* Department special audit policy; methodology; delegation advisory committee; interdepartmental personnel audit and review committee. *Retrievability:* Files arranged by subject.

PSC/SPB-030 *Formerly Identified as:* PSC-40
Staffing Operations
Description: Information on appointments to non-delegated groups and levels, and on the recruitment and referral of applicants for appointment to positions in delegated groups and levels; instruments of delegation of staffing authority, advice and assistance to other departments on staffing activities; and the certification of staffing officers. *Topics:* Appointments; black employment; competitions; delegation of staffing authorities; employment of women, indigenous and disabled persons; probation; recruitment and referral; post-secondary recruitment; separations; staffing priorities; transfers; and co-operative education program. *Retrievability:* Files are arranged by subject and individual or organization.

PSC/SPB-035 *Formerly Identified as:* NO REFERENCE
National Indigenous Development Program (New)
Description: Information on training and development of indigenous people through on-the-job assignments, and training for middle and senior management or advisory positions leading to permanent positions with federal departments or agencies across Canada. *Topics:*

Participant assessment and sponsorship, studies, surveys and reports. *Retrievability:* Files arranged by subject and project files.

PSC/SPB-040 *Formerly Identified as:* PSC-60
Native Employment
Description: Information on evaluation and recommendation for modifications to select methods to ensure the absence of cultural bias, and an inventory of native candidates for referral to departments. *Topics:* Action plans; advisory services; applications; national joint council on native employment. *Retrievability:* Files arranged by subject and individual or organization.

PSC/SPB-045 *Formerly Identified as:* PSC-70
Official Languages
Description: Information on guidelines for determining the language proficiency requirements of bilingual positions; statistics on appointments to bilingual positions; advice and assistance on language training plans for appointees to bilingual positions; participation in special studies on staffing of bilingual positions and on equitable participation of both official languages groups and staffing; and co-ordination of Commission concerns in the area of official languages. *Topics:* Advisory services; language selection standards; special studies; language tests; imperative and non-imperative staffing; francophone and anglophone participation. *Retrievability:* Files arranged by subject and organization.

PSC/SPB-050 *Formerly Identified as:* PSC-80
Staffing Policies and Procedures
Description: Information on planning and development of new or amended staffing policies and procedures, the direct participation in major legislative and regulatory studies and reviews, and the co-ordination of Commission-union consultation. *Retrievability:* Files arranged by subject and project files.

PSC/SPB-055 *Formerly Identified as:* PSC-91
Northern Careers
Description: Information on training of native people through career path counselling, on-the-job assignments and training workshops, leading to permanent positions within the program or other positions in federal departments in the north. *Topics:* Participant sponsorship; studies; surveys and reports. *Retrievability:* Files arranged by subject and project files.

PSC/MCP-065 *Formerly Identified as:* PSC-10
Management Category Program
Description: Information on policies and systems for the management category. *Topics:* Counselling; human resource planning; performance review and employee appraisals; official languages; retirement and separation; training and development; information systems; statistics. *Retrievability:* Files arranged by subject and individual.

PSC/MCP-070 *Formerly Identified as:* PSC-20
Career Assignment Program (CAP)
Description: Information on the selection, education and assignment of CAP candidates; also special development programs. *Topics:* Advisory services; assignments; education; participation files; selection; studies; surveys and reports. *Retrievability:* Files arranged by subject and individual or organization title.

PSC/MCP-075 *Formerly Identified as:* PSC-30
Interchange Canada Program
Description: Information on the exchange of office personnel between various federal and non-federal organizations. *Topics:* Associations; clubs; institutes; societies; colleges, schools; universities; committees; boards; councils; companies; corporations, manufacturers and federal government organizations. *Retrievability:* Files arranged by subject and organization.

PSC/MCP-080 *Formerly Identified as:* NO REFERENCE
International Assignment Program (New)
Description: Information on the assignment of Canadians to various international organizations and foreign governments as well as non-Canadians on assignment in the federal Public Service. *Topics:* Foreign governments and international organizations. *Retrievability:* Files arranged by organization and by assignment.

PSC/SDB-085 *Formerly Identified as:* PSC-140
Executive and Senior Management Development
Description: Information on courses, seminars and workshops for senior executives and senior managers, including course preparation, content and evaluation. *Topics:* Management training; financial management; personnel management; senior management development. *Retrievability:* Files arranged by subject.

PSC/SDB-090 *Formerly Identified as:* PSC-141
Managerial and Supervisory Training
Description: Information on policies, course material and correspondence relating to middle management and supervisory orientation courses. *Topics:* Roles of managers and supervisors; management of human resources; planning and control activities; staff relations; organization structuring; management and problem solving; delegation and time management. *Retrievability:* Files arranged by subject.

PSC/SDB-095 *Formerly Identified as:* PSC-142
Occupational and Specialties Training
Description: Information on occupational and specialty training and development activities sponsored by departments and agencies; marketing of products and services; consultative services, including advisory services; contract services, courses, open learning system; information on the training certification program of departmental and agency trainers, including assistance, resources and research material. *Topics:* Advisory services; contract courses; open learning system. *Retrievability:* Files arranged by subject.

PSC/SDB-100 *Formerly Identified as:* PSC-160
Plans and Operations
Description: Information on planning of branch activities, marketing of products and services, course evaluations, registrations and counselling. *Topics:* Calendar of courses; course design and development; course registrations; counselling; marketing; quality assurance; studies; surveys and reports. *Retrievability:* Files arranged by subject.

PSC/LTB-105 *Formerly Identified as:* PSC-200
Language Training
Description: Information on program planning, implementation and evaluation; courses, advisory services, studies, surveys and reports. *Topics:* Advisory services; courses; policies and procedures; studies; surveys and reports. *Retrievability:* Files arranged by subject.

PSC/CSS-901 *Formerly Identified as:* NO REFERENCE
Administration (New)
Description: See Standard Classes of Records.

PSC/CSS-903 *Formerly Identified as:* NO REFERENCE
Administrative and Management Services (New)
Description: See Standard Classes of Records.

PSC/CSS-905 *Formerly Identified as:* NO REFERENCE
Buildings and Properties (New)
Description: See Standard Classes of Records.

PSC/CSS-909 *Formerly Identified as:* NO REFERENCE
Equipment and Supplies (New)
Description: See Standard Classes of Records.

PSC/CSS-910 *Formerly Identified as:* NO REFERENCE
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

PSC/CSS-911 *Formerly Identified as:* NO REFERENCE
Office Appliances (New)
Description: See Standard Classes of Records.

PSC/CSS-912 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: See Standard Classes of Records.

PSC/CSS-913 *Formerly Identified as:* NO REFERENCE
Vehicles (New)
Description: See Standard Classes of Records.

PSC/CSS-914 *Formerly Identified as:* NO REFERENCE
Finance (New)
Description: See Standard Classes of Records.

PSC/CSS-915 *Formerly Identified as:* NO REFERENCE
Accounts and Accounting (New)
Description: See Standard Classes of Records.

PSC/CSS-916 *Formerly Identified as:* NO REFERENCE
Audits (New)
Description: See Standard Classes of Records.

PSC/CSS-917 *Formerly Identified as:* NO REFERENCE
Budgets (New)
Description: See Standard Classes of Records.

PSC/CSS-918 *Formerly Identified as:* NO REFERENCE
Personnel (New)
Description: See Standard Classes of Records.

PSC/CSS-919 *Formerly Identified as:* NO REFERENCE
Classification of Positions (New)
Description: See Standard Classes of Records.

PSC/CSS-920 *Formerly Identified as:* NO REFERENCE
Employment and Staffing (New)
Description: See Standard Classes of Records.

PSC/CSS-921 *Formerly Identified as:* NO REFERENCE
Human Resources (New)
Description: See Standard Classes of Records.

PSC/CSS-922 *Formerly Identified as:* NO REFERENCE
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

PSC/CSS-923 *Formerly Identified as:* NO REFERENCE
Official Languages (New)
Description: See Standard Classes of Records.

PSC/CSS-924 *Formerly Identified as:* NO REFERENCE
Pensions and Insurance (New)
Description: See Standard Classes of Records.

PSC/CSS-925 *Formerly Identified as:* NO REFERENCE
Salaries and Wages (New)
Description: See Standard Classes of Records.

PSC/CSS-926 *Formerly Identified as:* NO REFERENCE
Staff Relations (New)
Description: See Standard Classes of Records.

PSC/CSS-927 *Formerly Identified as:* NO REFERENCE
Training and Development (New)
Description: See Standard Classes of Records.

Deleted Classes of Records

The following Classes of Records have been deleted because the information has been included in PSC/SPB-030 **Staffing Operations**

PSC-50 Equal Opportunities for Women

PSC-90 Post-Secondary Recruitment Program

PUBLIC SERVICE STAFF RELATIONS BOARD

Chapter 80

PUBLIC SERVICE STAFF RELATIONS BOARD

PUBLIC SERVICE STAFF RELATIONS BOARD
(SRB)

PAY RESEARCH BUREAU
(PRB)

005 Salaries and Wages
010 Federal Public Service Collective Bargaining Information
015 Benefits and Working Conditions

OFFICE OF MEDIATION SERVICES
(OMD)

130 Requests for a Conciliator
135 Appointment of a Mediator
140 Requests for the Establishment of a Conciliation Board

LEGAL SERVICES
(LGS)

145 Cases Referred to the Federal Court of Appeal

OFFICE OF THE SECRETARY/REGISTRAR
(OSR)

020 Certification of Bargaining Agents
025 Revocation of Certification of Bargaining Agents
030 Resolution of Disputes
035 Determination of Rights of Bargaining Agents
040 Declaration of Successor Rights
045 General Powers and Duties of the Board
050 Requests for Review of Decisions
055 Determination of Status of Employees
060 Complaints of Unfair Practices
065 Presentation of Grievances and Referral to Adjudication
070 Policy Grievances
075 Objections to Managerial and Confidential Exclusions
080 Designated Employees
085 Requests for Arbitration
090 Application for Extension of Time to Implement Arbitral Awards
100 Applications for Declaration of a Strike as Lawful or Unlawful
105 Applications for Consent to Prosecute
110 Applications for the Extension of Time
115 Approval of Grievance Form
120 Applications to Determine a New Occupational Category
125 Questions of Law or Jurisdiction

ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC SERVICE STAFF
RELATIONS BOARD
P.O. BOX 1525, STATION B
140 O'CONNOR STREET
OTTAWA, ONTARIO
K1P 5V2

PUBLIC SERVICE STAFF RELATIONS BOARD

Background

The Public Service Staff Relations Board (PSSRB) was established in 1967 by the *Public Service Staff Relations Act* as amended. The Board is designated as a department, within the meaning and purpose of the *Financial Administration Act* (Order in Council 1967-635, April 4, 1967), and reports to Parliament through a minister of the Crown other than a member of the Treasury Board as designated by the Governor-in-Council. At present, the minister responsible is the President of the Privy Council.

Prior to October 1, 1975, arbitration and adjudication were separate institutions under the *Public Service Staff Relations Act*, drawing administrative and support services from the Board. Amendments to the Act effective October 1, 1975 placed these functions within the responsibility of the Board.

Laws and Regulations

- Public Service Staff Relations Act
- Public Service Staff Relations Board Regulations and Rules of Procedure

Overall Responsibilities

The Board administers the *Public Service Staff Relations Act* which established a system of collective bargaining, a grievance process and an adjudication procedure for the federal public service (as defined in that Act). These responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally the provision of an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised or enforced.

Organization

Pursuant to amendments to the *Public Service Staff Relations Act* which were proclaimed effective October 1, 1975, the Board is composed of "...a Chairman, a Vice-Chairman, not less than three Deputy Chairmen and such other full-time and part-time members as the Governor-in-Council considers necessary to discharge the responsibilities of the Board." With the 1975 amendments, the Board became a public member board in which each member represents only the public interest. Previously, employee and employer interests were represented on the Board by equal numbers of part-time members and only the chairman, vice-chairman and the deputy chairmen were full-time members. All appointments are for periods not exceeding seven years, with the exception of the chairman, vice-chairman and deputy chairmen, whose appointments are for periods not exceeding ten years. Part-time members are appointed either for the purpose of adjudicating upon grievances which have been referred to adjudication or for chairing divisions of the Board which have been assigned responsibility for the issue of arbitration awards.

Key Contacts

Information which can be informally accessed may be obtained by contacting any of the following services:

- General Enquiries: (613) 992-5012
- Library Services: (613) 992-3584
- Access to Information and Privacy Co-ordinator: (613) 996-2798
- Legal Counsel: (613) 996-2707
- Records Management Services and Reading Room: (613) 996-2701

Access Procedures

All requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Public Service Staff Relations Board
P.O. Box 1525, Station B
140 O'Connor Street
Ottawa, Ontario
K1P 5V2
Telephone: (613) 996-2798

Pay Research Bureau

This bureau is responsible for obtaining information on rates of pay, employee earnings, conditions of employment and related practices, prevailing both inside and outside the public service, to meet the needs of the parties bargaining in the federal public service. It is also responsible for developing and maintaining a data bank of up-to-date data and conducting research studies to support the processes of collective bargaining in the Public Service of Canada. It provides information on compensation and related matters in the federal public service to industry, provincial and municipal governments, bargaining agents and other organizations, when to do so is in the public interest.

Secretary Registrar's Office

The secretary registrar is reponsible for the development of an effective system for the processing of all proceedings coming before the Board under the provisions of the Act and its regulations. This includes, in addition to an individual case registration and file system for each type of proceeding, the provision of support services for Board meetings and hearings throughout Canada such as hearing accommodations, clerical and secretarial assistance, recording and transcribing facilities and arrangements for court reporters.

Office of Mediation Services

The Office assists the employers and bargaining agents in resolving their disputes when impasses occur in negotiating collective agreements. It also assists in the resolution of differences when employees have been suggested for managerial or confidential positions, and when employees are suggested for positions in connection with the provisions of the Act relating to the safety or security of the public. In addition, it endeavours to settle complaints alleging violations of certain sections of the Act or Regulations.

Manuals

- Office of Mediation Procedures — Conciliation Boards, Mediators, Conciliators

Legal Services

This unit provides advice and recommendations on the statutory and regulatory powers of the Board, provides the chairman and Board with legal opinions and advice on matters referred to them, keeps abreast of legal developments, particularly as they may affect labor legislation in general and the *Public Service Staff Relations Act* in particular. It also represents the Board before the Federal Court.

Manuals

- PSSRB Reports

Classes of Records

SRB/PRB-005 *Formerly Identified as:* PSSRB-270
Salaries and Wages
Description: Information on the salaries and wages of selected employee groups in Canada. *Topics:* Salaries and wages of Canadian professional, administrative, technical, administrative support and operational employees. *Storage Media:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

SRB/PRB-010 *Formerly Identified as:* PSSRB-280
Federal Public Service Collective Bargaining Information
Description: Collective bargaining information on federal public servants. *Topics:* Publications — collective agreement analysis; settlement summaries; arbitration, conciliation and adjudication decisions. *Storage Media:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

SRB/PRB-015 *Formerly Identified as:* PSSRB-290
Benefits and Working Conditions
Description: Information on benefits and working conditions of employees in Canada. *Topics:* Employee benefits — management, professional, office and non-office employees; incidence, characteristics and costs of benefits. *Storage Media:* Computer, paper copy and microfiche. *Retrievability:* Files arranged by subject.

SRB/OSR-020 *Formerly Identified as:* PSSRB-10
Certification of Bargaining Agents
Description: Applications for employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-025 *Formerly Identified as:* PSSRB-20
Revocation of Certification of Bargaining Agents
Description: Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-030 *Formerly Identified as:* PSSRB-30
Resolution of Disputes
Description: Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement between the bargaining agent and the employer. The dispute could either be referred to the Board for arbitration or to a conciliation board. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-035 *Formerly Identified as:* PSSRB-40
Determination of Rights of Bargaining Agents
Description: Information on the determination by the board, after the revocation of certification of a bargaining agent, as to rights and duties of that bargaining agent or those of the new bargaining agent. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-040 *Formerly Identified as:* PSSRB-50
Declaration of Successor Rights
Description: Information on the declaration or determination by the Board as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-045 *Formerly Identified as:* PSSRB-60
General Powers and Duties of the Board
Description: Information on the general powers and duties of the Board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the Board. *Topics:* Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-050 *Formerly Identified as:* PSSRB-70
Requests for Review of Decisions
Description: Information on the review, revision, amendment, alteration or variation by the Board of any of its decisions or orders. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-055 *Formerly Identified as:* PSSRB-80
Determination of Status of Employees
Description: Determinations by the Board on the eligibility of any employee or class of employees to be included as a member of a bargaining unit. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-060 *Formerly Identified as:* PSSRB-90
Complaints of Unfair Practices
Description: Information on complaints alleging unfair practices. *Topics:* Contravention of the Act or regulations; failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-065 *Formerly Identified as:* PSSRB-100
Presentation of Grievances and Referral to Adjudication
Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-070 *Formerly Identified as:* PSSRB-110
Policy Grievances
Description: Information on determinations by the Board, of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-075 *Formerly Identified as:* PSSRB-120
Objections to Managerial and Confidential Exclusions
Description: Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-080 *Formerly Identified as:* PSSRB-130
Designated Employees
Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary to the interest or the safety or security of the public. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-085 *Formerly Identified as:* PSSRB-140
Requests for Arbitration
Description: Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-090 *Formerly Identified as:* PSSRB-150
Applications for Extension of Time to Implement Arbitral Awards
Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-095 *Formerly Identified as:* PSSRB-160
Applications for Extension of Time to Implement Provisions of Collective Agreements
Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-100 *Formerly Identified as:* PSSRB-170
Applications for Declaration of a Strike as Lawful or Unlawful
Description: Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-105 *Formerly Identified as:* PSSRB-180
Applications for Consent to Prosecute
Description: Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in Sections 8, 9 or 10, or an offence under Section 104 of the Act. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-110 *Formerly Identified as:* PSSRB-190
Applications for the Extension of Time
Description: Applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation or proceedings when the prescribed time for each of these activities has expired. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-115 *Formerly Identified as:* PSSRB-200
Approval of Grievance Form
Description: Approvals for employers' grievance forms to be made available to their employees. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-120 *Formerly Identified as:* PSSRB-210
Applications to Determine a New Occupational Category
Description: Applications to determine an occupational category of employees other than those identified in Section 2 of the Act. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OSR-125 *Formerly Identified as:* PSSRB-220
Questions of Law or Jurisdiction
Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator. *Note:* Section 23 of the Act has been repealed effective October 1, 1975 and this file series is now closed. *Storage Media:* Paper copy, microfiche. *Retrievability:* Files arranged by case file.

SRB/OMD-130 *Formerly Identified as:* PSSRB-230
Requests for a Conciliator
Description: Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

SRB/OMD-135 *Formerly Identified as:* PSSRB-240
Appointment of a Mediator
Description: Information on the appointment by the chairman of a mediator to attempt to resolve differences between the employer and a bargaining agent. *Topics:* Terms or conditions of employment under negotiation for a collective agreement; designation of employees under the safety or security provisions of the Act; proposed managerial or confidential exclusions; and complaints of certain unfair practices. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

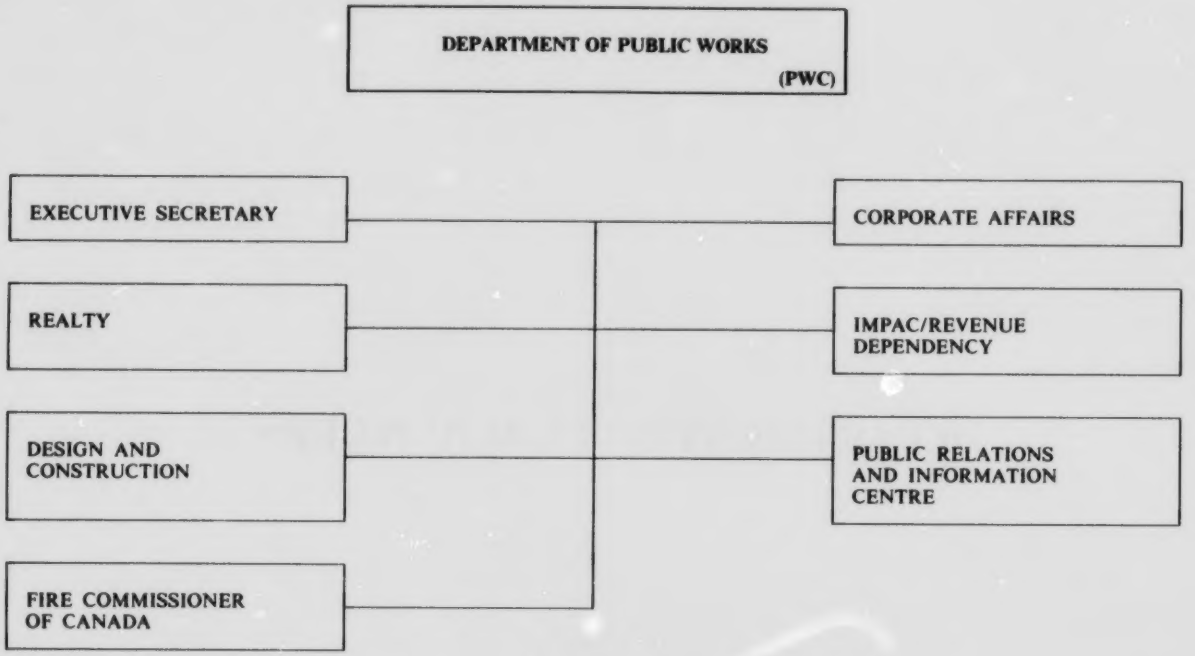
SRB/OMD-140 *Formerly Identified as:* PSSRB-250
Requests for the Establishment of a Conciliation Board
Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes, where the bargaining agent for the bargaining unit concerned has specified referral to a conciliation board as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment for employees in the relevant bargaining unit, at the request of either party, by notice in writing to the Chairman. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

SRB/LGS-145 *Formerly Identified as:* PSSRB-260
Cases Referred to the Federal Court of Appeal
Description: Rulings by the Federal Court of Appeal to uphold or set aside decisions of the Public Service Staff Relations Board under Section 18 and 28 of the *Federal Court Act*. *Storage Medium:* Paper copy. *Retrievability:* Files arranged by case file.

DEPARTMENT OF PUBLIC WORKS

Chapter 81

DEPARTMENT OF PUBLIC WORKS



CENTRALIZED CLASSES OF RECORDS

005 General Operations
010 Emergency Preparedness
015 Fine Art
020 Specifications
025 Design and Construction
030 Project Files
035 Fire Commissioner of Canada
040 Accommodation
045 Buildings and Lands
050 Property Development
055 Energy Conservation
060 Property Inventories
065 Maintenance and Repairs
070 Safety
075 Physical Security
080 Signs and Plaques
085 Surplus Properties
090 Municipal Grants

ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC WORKS CANADA
SIR CHARLES TUPPER BUILDING
RIVERSIDE DRIVE
OTTAWA, ONTARIO
K1A 0M2

DEPARTMENT OF PUBLIC WORKS

Background

The Department of Public Works (Public Works Canada) was established in 1867 by an Act respecting the public works of Canada (SC 1867-68 c.12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings, and provincial vessels.

Laws and Regulations

Public Works Canada administers the following statutes, in whole or in part:

- Bridges Act, RSC 1970, c.B-10 (See also Table of Public Statutes, except Fort Falls Bridge Authority)
- Dry Docks Subsidies Act, RSC 1970, c.D-9
- Expropriation Act, RSC 1970, c.16 (1st supp.)
- Government Harbours and Piers Act, RSC 1970, c.G.-9 (s.5)
- Government Property Traffic Act, RSC 1970, c.G.-10
- Government Works Tolls Act, RSC 1970, c.G-13
- Kingsmere Park Act, RSC 1952, c.161
- Laurier House Act, RSC 1952, c.163
- Official Residences Act, RSC 1970, c.P-20 (2nd supp.) — an Act to amend the Prime Minister's Residence Act
- Ottawa River Act, RSC 1870, c.24
- Public Works Act, RSC 1970, c.P-38, amended in 1977, c.28
- Surplus Crown Assets Act, RSC 260, s.l, c.S-20
- Trans-Canada Highway Act, RSC 1970, c.T-12
- Municipal Grants Act, RSC 1970, c.182, 5.1
- Municipal Grants Act, RSC 1980

Overall Responsibilities

Public Works Canada is responsible for the management of real property for the Government of Canada and the provision of planning, design, construction and realty services to government institutions, departments and agencies, while contributing to the government's wider social, economic and environmental objectives.

The Department builds, purchases and disposes of land and other real property, rents premises, and maintains, improves and manages properties owned or leased by the Government of Canada. It also provides marine facilities, roads, bridges and public utilities as required by other federal government programs.

Program Structure

A significantly revised program activity structure has been introduced for 1985-1986. The number of programs has been reduced from seven to five, each of which relates directly to the role expected of the Department in relation to the several activities in which the Department is involved. These are as follows:

The Services Program fulfills the common service role to provide a wide range of professional, technical, and operational services required by the government in relation to the acquisition, management, and operation of real property.

The Accommodation Program fulfills the common service role to provide the full range of office and other forms of accommodation required to support the operations of government.

The Government Realty Assets Support Program provides a central capability for the government to achieve wider social, economic and environmental objectives related to real property.

The Marine Transportation and Related Engineering Works Program provides specific marine works and related infrastructure to facilitate marine transportation and related economic and social development goals.

The Land Transportation and Other Engineering Works Program provides highways, bridges and other engineering works to facilitate land transportation and related economic and social development goals.

Organization

Public Works Canada is a highly decentralized department, delivering service to other federal government departments from six regional offices. There are also several district offices located in each region, which provide local service to the Department's clients and the public. The regional offices are located in Halifax (Atlantic Region); Montréal (Québec Region); Ottawa (National Capital Region); Toronto (Ontario Region); Edmonton (Western Region); and Vancouver (Pacific Region). They carry out the Department's program delivery responsibilities and services in the areas of planning, property administration, real estate services, contract policy and administration, design and construction, and finance and administration.

Key Contacts

Enquiries

Telephone: (613) 998-9560

Public Relations and Information Services

Telephone: (613) 998-9560

Information Research and Library Services

Telephone: (613) 998-8350

Access to Information Co-ordinator

Telephone: (613) 998-4270

General Information

Public Relations and Information Centre

Traditionally, Public Works Canada has provided information directly to the public through its Public Relations and Information Centre. Requests for information usually reach the Department in the form of telephone, personal or written enquiries.

Telephone enquiries are handled by the recipient of the call or referred to a qualified official. Managers are held responsible for the quality and accuracy of information released. Telephone enquiries are generally quick, definite questions on precise topical problems which can be answered within the scope of a conversation. Complex or highly technical questions are referred for reply to specialists within the Department. Should an enquiry require considerable research, the information will be forwarded when available, usually by mail.

Persons wishing to conduct their own research are usually referred to the Public Relations and Information Centre which ensures the required information is available and arranges contacts within the Department.

Information Research and Library Services

The public is invited to use the library for research during normal business hours. If the requested information is not available in the Public Works Canada collection, the user will be directed to other sources of information accessible to the Department.

Written enquiries of a general nature are routed through the Public

Relations and Information Centre, which may forward them to appropriate departmental officials for reply. Specific enquiries are routed directly to appropriate officials. If lengthy delays are foreseen in responding, the correspondent is notified by an interim reply. The final response is made as soon as the requisite information becomes available.

The existing system of informal access has been in use for several years and has proven efficient and capable of handling all enquiries. The public is encouraged to contact Public Works Canada for information within the Department's sphere of responsibility through headquarters, or the regional and district offices listed below.

Headquarters

Public Works Canada
Public Relations and Information Centre
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-9560

Pacific Region

Public Works Canada
Information Services Officer
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
Telephone: (604) 666-1295

Western Region

Public Works Canada
Information Services Officer
9925-109th Street
Edmonton, Alberta
T5K 2J8
Telephone: (403) 425-3175

Public Works Canada
Finance and Administration Officer
Room 201, Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-2388

Public Works Canada
Finance and Administration Officer
2221 Hanselman Court
P.O. Box 1208
Saskatoon, Saskatchewan
S7L 6A8
Telephone: (306) 975-4667

Ontario Region

Public Works Canada
Information Services Officer
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4361

Public Works Canada
Senior Departmental Representative
457 Richmond Street
P.O. Box 668
London, Ontario
N6A 4Y4
Telephone: (519) 679-4288

Public Works Canada
Senior Departmental Representative
369 Queen Street East
1st Floor
Sault Ste. Marie, Ontario
P6A 1Z4
Telephone: (705) 949-1511

Public Works Canada
Senior Departmental Representative
540 West Arthur Street
Thunder Bay, Ontario
P7E 5R7
Telephone: (807) 577-6444

National Capital Region

Public Works Canada
Information Services Officer
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0M3
Telephone: (613) 992-8336

Québec Region

Public Works Canada
Information Services Officer
200 Dorchester Blvd. West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-2736

Public Works Canada
Senior Departmental Representative
Champlain Harbour Station
901 Du Cap Diamant Street
Québec City, Québec
G1K 4K1
Telephone: (418) 648-3815

Public Works Canada
Departmental Representative
P.O. Box 260
180 Cathédrale Street
Rimouski, Québec
G5L 7C1
Telephone: (418) 722-3022

Atlantic Region

Public Works Canada
Information Services Officer
P.O. Box 2247
1505 Barrington Street
Halifax, Nova Scotia
B3J 3C9
Telephone: (902) 426-2687

Public Works Canada
Manager, Administrative Services
189 Prince William Street
P.O. Box 7350, Postal Station A
Saint John, New Brunswick
E2L 4J4
Telephone: (506) 658-4521

Public Works Canada
Manager, Administrative Services
P.O. Box 4600
Building 301, Pleasantville
St. John's, Newfoundland
A1C 5T2
Telephone: (709) 726-4946

Public Works Canada
Manager, Administrative Services
P.O. Box 1268
Dominion Building, 2nd Floor
Charlottetown, Prince Edward Island
C1A 7M8
Telephone: (902) 892-5455

Public Works Canada
Manager, Administrative Services
P.O. Box 520, Station A
Goose Bay, Labrador
A0P 1S0
Telephone: (709) 896-5312

Publications

In co-operation with the departmental library, the Manuals and Directives Unit maintains an index of all manuals published by the department. A full set of up-to-date manuals is maintained and available in the library.

- E.I.S. — Directives
- E.I.S. — Appointments and Announcements
- Organization
- Design and Construction
- Departmental Planning and Co-ordination
- Property Administration
- Financial Management
- Departmental Index of Authorities
- Year-End Closing Instructions
- Public Accounts Instructions
- Accounts Receivable
- Personnel Management
- Public Relations and Information Services
- Real Estate Services
- Administration
- Materiel Management
- Environmental Safety
- Impac/Revenue Dependency
- Contract Policy and Administration
- Dominion Fire Commissioner
- Information Management
- Project Delivery System
- Emergency Preparedness
- Affirmative Action

Some articles may be published as interim articles to deal with temporary or unique situations, or for the purpose of testing procedures, or where urgency is a factor. In all cases, it will be the originator's responsibility to ensure that these interim documents, when appropriate, are integrated into the manuals system as quickly as possible.

Access Procedures

Formal access to information under the *Access to Information Act* should be directed to the following Public Works Canada locations

Headquarters

Public Works Canada
Access to Information Co-ordinator
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-4270

Atlantic Region

Public Works Canada
Regional Chief of Administration
P.O. Box 2247
1505 Barrington Street
Halifax, Nova Scotia
B3J 3C0
Telephone: (902) 426-7893

Québec Region

Public Works Canada
Regional Chief of Administration
200 Dorchester Blvd. West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-7651

National Capital Region

Public Works Canada
Chief of Public Relations
140 O'Connor Street
L'Esplanade Laurier
Ottawa, Ontario
K1A 0M3
Telephone: (613) 992-8336

Ontario Region

Public Works Canada
Chief of Administration
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4225

Western Region

Public Works Canada
Chief of Administration
9925-109th Street
Edmonton, Alberta
T5K 2J8
Telephone: (403) 425-3250

Pacific Region

Public Works Canada
Chief of Administration
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
Telephone: (604) 666-2229

EXECUTIVE SECRETARY BRANCH

Administrative Policy and Services Directorate

The directorate is responsible for the provision of all administrative support policies and services such as materiel management, information research and library services, word processing, records management, forms, manuals and directives control, parliamentary returns, executive correspondence control security, safety, in-house energy conservation program, and suggestion award program. See

PWC/PWC-005, PWC/PWC-055, PWC/PWC-070 and PWC/PWC-075.

Emergency Preparedness Directorate

This directorate provides plans and preparations for the control and regulation of construction, and the allocation of engineering and construction resources throughout Canada; plans and arranges to protect the population from the wartime effects of radioactive fallout and other weapons' effects; and provides emergency government facilities and readiness plans (in peacetime and war). See PWC/PWC-010.

CORPORATE AFFAIRS

Corporate Policy and Strategic Planning Directorate

The directorate develops and co-ordinates departmental policies and strategic plans, investigates and makes recommendations on policy areas, and determines their impact on the Department.

Corporate Planning Systems and Control Directorate

This directorate organizes, develops, co-ordinates and evaluates the departmental planning process. This includes the setting of management planning timetables, plan formats, organization responsibilities and the quality control of plans. The directorate also carries out reviews of organizational roles and structure and is responsible for preparing the departmental systems plan, which outlines the priorities for corporate systems development. Further, it provides secretariat services for the systems development committee and the project delivery systems (PDS) steering committee.

Program Evaluation Directorate

The directorate's prime objective is to assist the deputy minister and other senior managers to decide on resource allocation and the management, delivery, design and impact of departmental programs. This is accomplished by conducting periodic evaluation studies of departmental programs and activities.

Management Consulting Services Directorate

This directorate provides internal management consultant services for the Department in response to specific requests from senior management; supports the development, integration, implementation and maintenance of departmental corporate management policies, systems, procedures and planning capabilities through its consultative role; manages and controls the Department's use of "external management consultant" resources, including managing the funds for acquiring outside consultant services; leads task forces and participates on special projects designated by the deputy minister or the executive committee.

Personnel Branch

This branch consists of five directorates: Personnel Planning and Systems; Education, Training and Development; Staff Relations; Personnel Operations; and Affirmative Action and Official Languages. It provides national policy and services in the areas of staffing, classifications, career planning, training and development, human resources planning and other areas concerning personnel. The branch also provides special services to the Equal Opportunity Programs Directorate. It maintains the personnel management systems (PMS) and the official languages information systems (OLIS).

REALTY BRANCH

Property Administration — Accommodation Services Directorate

This directorate is responsible for the space planning, management and marketing of Public Works-controlled accommodation. It helps the Treasury Board of Canada develop and monitor accommodation policies and standards, and ensures the maximization of revenues from Public Works' real property portfolio. It is also responsible for the leasing of space from the private sector as required by the government. See the following classes of records: PWC/PWC-005, PWC/PWC-040 and PWC/PWC-065.

Property Management Directorate

The directorate is responsible for the full range of tenant services such as energy conservation, physical security and fire safety programs, signage, priority use of fuels, general maintenance and service contracts. In consultation with the Contract Policy and Administration Directorate it develops procedures for inviting and processing quotations and tenders for work in existing Crown-owned and leased buildings. See PWC/PWC-040 and PWC/PWC-065.

Facilities Maintenance Policy Directorate

This directorate is responsible for the establishment and monitoring of policies, guidelines, standards and programs as they relate to the building maintenance services of Public Works Canada facilities. These services include electrical, mechanical, energy conservation, architectural, structural and general building maintenance such as cleaning services. See the following classes of records: PWC/PWC-005, PWC/PWC-040, and PWC/PWC-065 and all operational classes.

Real Estate Services — Property Development Directorate

The directorate is responsible for identification of realty development opportunities through "highest and best use" analysis and for the development of optimum solutions that contribute to the realization of the opportunities identified. In addition, the directorate is responsible for the interpretation and application of the Federal Land Management (FLM) principles within the Department. To meet its responsibilities on a national basis the directorate establishes policies, guidelines and procedures governing all real property transactions, including changes in use. See PWC/PWC-045, PWC/PWC-050 and PWC/PWC-085.

Implementation Directorate

This directorate is functionally responsible for services in the fields of real estate acquisition, appraisal and disposal as they relate to the Government Land Purchase Regulations, Contracts Regulations Clauses, Government Lands Leasing and Licensing Regulations, the *Federal Expropriation Act*, the *Surplus Crown Assets Act*, *Public Works Act* and the *Public Lands Grants Act*. This directorate is also responsible for the formulation of policies and procedures followed by the Department in carrying out these services, as well as being a liaison between the Treasury Board of Canada, the Privy Council Office and the regions in matters concerning departmental functions. See PWC/PWC-045 and PWC/PWC-085.

Resources and Standards Directorate

This directorate is responsible for the planning, development and maintenance of the departmental property inventory and the provision of legal land survey services. These services are required for the appraisal, expropriation, acquisition and disposal functions of the Department. See PWC/PWC-045, PWC/PWC-060 and PWC/PWC-085.

Municipal Grants Directorate

This directorate is responsible for the administration of the payment of grants to municipal, school, provincial and territorial taxing authorities in lieu of a real property tax for a taxation year and in lieu of a frontage or area tax on federal property situated within the area in which the taxing authority has the power to levy and collect the real property, frontage or area tax. Such federal properties are exempt from municipal taxation pursuant to Section 125 of the *British North America Act*. See PWC/PWC-045.

Crown Corporation Directorate

The directorate is responsible for liaison between Public Works Canada and the Crown corporations for which the Minister of Public Works is responsible.

IMPAC/REVENUE DEPENDENCY BRANCH

This branch leads and co-ordinates departmental activities related to the Comptroller General's improved management practices and controls (IMPAC) plan; the introduction of charging other government departments for Public Works accommodation plus professional and technical services; and the conversion of Public Works to operating in a revenue-dependent mode of management. The project issues statements of principles and goals, calls for annual departmental work plans by functions and regions, directs and co-ordinates activities in support of IMPAC and Revenue Dependency work plans, and acts as secretariat to the executive steering committee (Public Works approval body).

Operations Branch

Operational Services Directorate

This directorate monitors departmental operations, maintains liaison with clients, responds to clients' problems and needs, assists regions in dealing with headquarters functions, client headquarters and central agencies, and provides operationally oriented guidance to regional management. See the following classes of records: PWC/PWC-005, PWC/PWC-025, PWC/PWC-030, PWC/PWC-040, PWC/PWC-045, PWC/PWC-055 and PWC/PWC-065.

Contract Policy and Administration Directorate

The directorate is responsible for the development, recommendation and implementation of guidelines and procedures as they relate to the management and administration of all types of Public Works contracts. See PWC/PWC-005, PWC/PWC-030 and PWC/PWC-065.

Operational Planning Directorate

This directorate is divided into three units: (1) Planning Analysis, which formulates the Department's multi-year operation plan, budget-year operational plan and current-year operational plan, monitors activities and develops strategies for each Public Works program, and provides ad hoc program analysis on request from the Minister and executive committee; (2) Performance Analysis, which develops and implements an operations performance indicators system in support of both regional and national operations, and measures and reports on the performance of operational plans and programs; and (3) Systems Support, which directs the development and implementation of the systems to provide the information required for the management of the national and regional operations of the department, and the delivery of client program requirements. See PWC/PWC-030 and PWC/PWC-040.

DESIGN AND CONSTRUCTION BRANCH

Special Services Directorate

This directorate provides branch professional staff with advice and support in the areas of management practices, financial and personnel planning, business systems and general administration.

Design and Construction Services Directorate

Transportation Division

This division is responsible for all activities of a national scale relating to transportation works, such as transportation structures (bridges) and highways, under the jurisdiction of Public Works Canada. It is also responsible for the planning and implementation of technical and administrative policies, standards and guidelines relating to the field of transportation as it pertains to the Department. See PWC/PWC-025 and PWC/PWC-030.

Marine Division

The division is responsible for all aspects of marine construction, design, planning and engineering as required by Public Works Canada. It is also responsible for the development and co-ordination of the marine works programs funded by this and other government departments. See PWC/PWC-025 and PWC/PWC-030.

Environmental Design Division

The division provides professional services and support to Public Works Canada regional offices and other government departments in the fields of planning, urban design, landscape architecture, environmental analysis and the conservation of heritage structures. See PWC/PWC-025 and PWC/PWC-030.

Buildings Division

This division's responsibility is to establish a centre for the building product line in the branch and the Department through the provision of professional advice and support to regions, other branches, the Department executive and other government departments. This responsibility requires the development of practical and functional knowledge and suitable processes for its application; the assessment of product line organization and resources; and the monitoring of programs to ensure the achievement of satisfactory levels of building quality. See PWC/PWC-025 and PWC/PWC-030.

Consultant Services Division

The division is responsible for the negotiation of approvals through the Treasury Board of Canada; for entry into contract; and development of new contracts in the fields of engineering, architecture, construction and special consulting services. See PWC/PWC-025 and PWC/PWC-030.

Technology Development Division

This division manages special projects related to energy conservation, standards, systems, government master specification development, technological planning, and technical documentation. See PWC/PWC-020, PWC/PWC-025, PWC/PWC-030 and PWC/PWC-055.

Engineering Technology Division

This division provides expertise in the fields of thermography and civil, electrical and mechanical engineering. See PWC/PWC-025, PWC/PWC-030 and PWC/PWC-055.

Architectural and Building Sciences Division

This division is charged with maintaining an adequate knowledge base in two areas: the building enclosure and the interior environment. To this end, it identifies and acquires the most appropriate and up-to-date technology for the design, construction, operation and maintenance of facilities. See PWC/PWC-025 and PWC/PWC-030.

Project Management Technology Division

The division has the prime responsibility and accountability for the acquisition, development and application of technologies and training related to project management, cost planning, construction specifications, scheduling, and construction quality assurance in the Public Works' fields related to design and construction. See PWC/PWC-025 and PWC/PWC-030.

PUBLIC RELATIONS AND INFORMATION CENTRE

The centre is responsible for developing public awareness and understanding of the roles, missions, and activities of Public Work Canada; maintaining responsive relations with the Minister's office; developing, implementing, maintaining and evaluating communications programs and mechanisms addressed to Public Works clients, and public and internal users; assessing public feedback to public relations and information services activities; maintaining effective relations and communications with the media; maintaining liaison with public affairs and information services divisions in other government departments; and for advising on the implementation of the federal identity program.

FIRE COMMISSIONER OF CANADA

The Commissioner's office is responsible for all fire prevention and fire safety programs for federal government properties, including fire and explosion investigations; fire safety and property evacuation training for government employees; determination of fire protection engineering standards for building construction; advice to other government departments on related design, specifications and engineering standards; research in the fire protection field; the monitoring and evaluation of the Fire Commissioner's functions nationally and directing regional actions; correlation and distribution of federal government fire loss statistics; and maintenance of liaison with national professional and technical fire protection associations. See PWC/PWC-035.

FINANCE AND ADMINISTRATION BRANCH

Financial Services Division

The division directs departmental financial planning; resource negotiations with the Treasury Board of Canada; resource allocations; budgetary control and reporting; cash management and financial analysis.

Corporate Finance Division

The division processes, records and reports on the Department's financial transactions and accounting activities; develops, co-ordinates, monitors and evaluates departmental management accounting systems and structures, including a full cost disclosure system, in compliance with central agency and departmental policy or directives; supports all Public Works travel and relocation programs and (in conjunction with personnel) the pay administration system; produces public accounts year-end submissions; and ensures accountability for non-budget fiscal accounts. The division provides related policy advice and feasibility assessments for departmental, interdepartmental and central agency committees.

Informatics Services Directorate

The directorate is responsible for provision of a full range of electronic data processing (EDP) and computer systems services to support all activities of the Department. It is responsible for the centralized development of all systems serving common national requirements, the management of departmental databases, and central planning and control of all EDP in the Department. The directorate also provides technical computing services in support of the Department's professional and technical program and management science services to support departmental planners, analysts and managers.

Classes of Records

The following are the centralized classes of records maintained by Public Works Canada.

PWC/PWC-005 *Formerly Identified as:* PWC-10

General Operations

Description: Information on operational activities. *Topics:* Ceremonies and celebrations; contract administration; flags and flag poles; professional and technical services charging; client profiles; demand forecast system; post-occupancy evaluation; project delivery system; and project management. *Storage Medium:* EDP systems.

PWC/PWC-010 *Formerly Identified as:* PWC-20

Emergency Preparedness

Description: Information on emergency preparedness activities in peacetime and war. *Topics:* Accommodation control; emergency government facilities; engineering and construction resources; exercises; increased readiness procedures; international liaison; peacetime emergencies; blast shelters; national shelter program; blast and vulnerability reduction studies; provincial and community shelter plans; surveys. *Storage Media:* EDP systems, plans, photographs, maps, graphics, films, tapes and microfiche.

PWC/PWC-015 *Formerly Identified as:* PWC-30

Fine Art

Description: Information on the Fine Art program. *Topics:* Artists; paintings and portraits; rugs; tapestries and murals; sculptures and monuments. *Storage Medium:* Photographs.

PWC/PWC-020 *Formerly Identified as:* PWC-40

Specifications

Description: Specifications and Canadian government master specifications. *Topics:* Specifications — architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. *Storage Medium:* Microfiche.

PWC/PWC-025 *Formerly Identified as:* PWC-50
Design and Construction
Description: Construction programs. *Topics:* Construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering. *Storage Media:* EDP systems, slides and film, brochures, microfilm, photographs.

PWC/PWC-030 *Formerly Identified as:* PWC-60
Project Files
Description: Information on projects undertaken such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as such work as dredging, landscaping and paving. *Topics:* Planning and design; consultants; tendering and contract award; construction payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (see also PWC/PWC-015); materials and equipment. *Storage Media:* Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications.

PWC/PWC-035 *Formerly Identified as:* PWC-70
Fire Commissioner of Canada
Description: Information on the responsibility of the Fire Commissioner of Canada for fire safety in and around government of Canada property. *Topics:* Fire protection; fire emergency organization; fire orders and drills; inspections; promotion and development of fire safety; fire loss reports; false alarms; fire safety and equipment standards. *Storage Media:* Machine-readable records, microfiche, films, slides, plans, specifications.

PWC/PWC-040 *Formerly Identified as:* PWC-80
Accommodation
Description: Information on the provision of accommodation and related services to government departments and agencies. *Topics:* Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning. *Storage Media:* Machine-readable records, maps.

PWC/PWC-045 *Formerly Identified as:* PWC-90
Buildings and Lands
Description: Information on the provision of real estate services to government departments and agencies. *Topics:* Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; grants on properties; transfer and zoning of land. *Storage Media:* Machine-readable records, microfiche, drawings, plans, maps.

PWC/PWC-050 *Formerly Identified as:* PWC-100
Property Development
Description: Information on federal land management. *Topics:* Development; area screening studies; comprehensive development framework studies; exclusive non-federal use projects; land-use analysis and optimization studies. *Storage Media:* Maps, plans, photographs.

PWC/PWC-055 *Formerly Identified as:* PWC-110
Energy Conservation
Description: Information on Public Works' energy conservation program. *Topics:* Guidelines and standards; information exchange and co-operation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. *Storage Media:* Machine-readable records, photographs, cartographic and microfilm videotapes, disc storage.

PWC/PWC-060 *Formerly Identified as:* PWC-120
Property Inventories
Description: Inventories of properties owned or leased by the federal government and its agencies. *Topics:* Inventories; central real property inventory; Public Works Canada real property inventory. *Storage Media:* EDP systems, microfilm records, maps, survey plans, photographs, prints, film.

PWC/PWC-065 *Formerly Identified as:* PWC-130
Maintenance and Repairs
Description: Information on the operation, maintenance and general upkeep of buildings owned and leased by the Crown. *Topics:* Cleaning and caretakers' supplies; elevators; eating facilities; garbage disposal; grounds; historical monuments; housing; linen contracts; look boxes; moving; tropical plants; open office landscaping; painting; parking; pest control; property management agreements; redecorating; roofs; studies and surveys; utilities; inspections. *Storage Media:* EDP systems, maps, plans, photographs.

PWC/PWC-070 *Formerly Identified as:* PWC-140
Safety
Description: Information on safety in federally controlled structures. *Topics:* Environmental safety; fire prevention and protection; standards. *Storage Medium:* EDP systems.

PWC/PWC-075 *Formerly Identified as:* PWC-150
Physical Security
Description: Information on physical security in federally controlled structures. *Topics:* Bomb threats; building security; illegal occupation of government buildings.

PWC/PWC-080 *Formerly Identified as:* PWC-160
Signs and Plaques
Description: Information on the federal identity program and the design and development of standard signage. *Topics:* Identification of buildings; national signage program and its implementation.

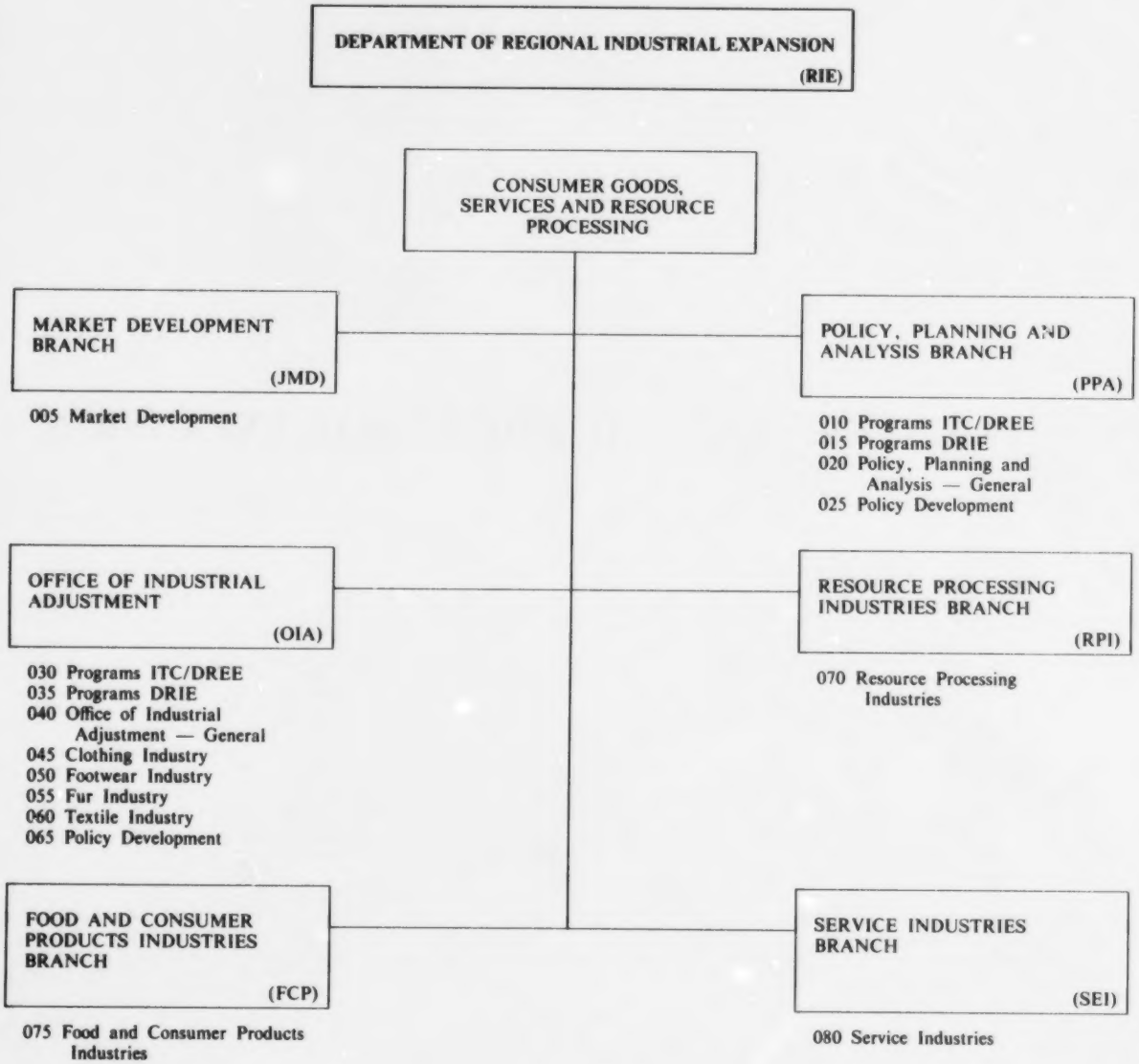
PWC/PWC-085 *Formerly Identified as:* PWC-170
Surplus Properties
Description: Information on the disposition of properties or structures surplus to the needs of government departments and agencies. *Topics:* Notice of excess Crown property; demolition; disposal; surplus properties and enquiries for real property. *Storage Media:* EDP systems and microfilm records.

PWC/PWC-090 *Formerly Identified as:* PWC-180
Municipal Grants
Description: Information on grants to municipal, school, provincial and territorial taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. *Storage Media:* Maps, sketches, plans and photographs, machine-readable records. *Special Access Note:* Files are arranged by province and territory, from east to west with their taxing authorities in alphabetical order.

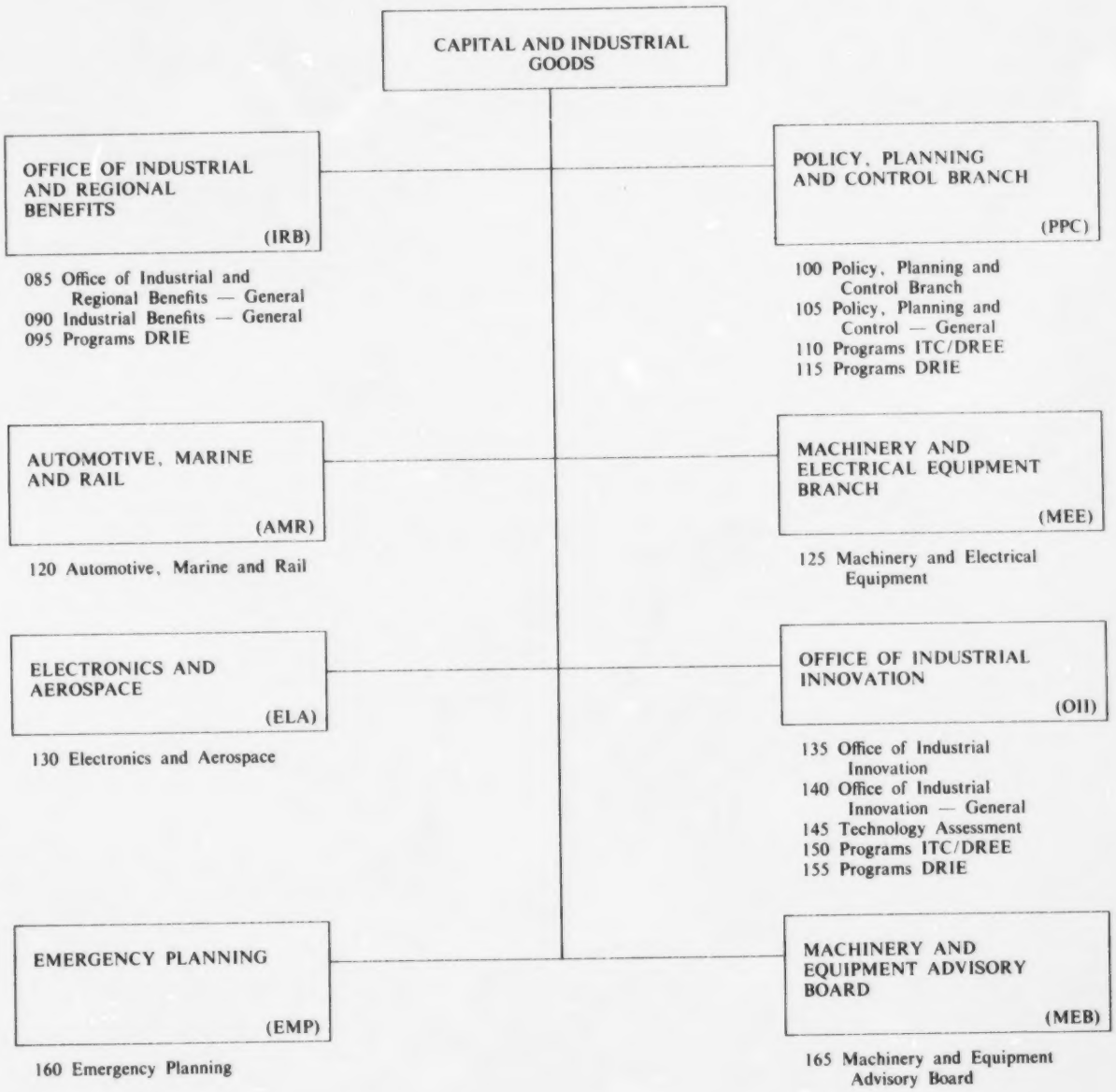
DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Chapter 82

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION



DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION


CAPITAL AND INDUSTRIAL GOODS
OFFICE OF INDUSTRIAL AND REGIONAL BENEFITS (IRB)
085 Office of Industrial and Regional Benefits — General
090 Industrial Benefits — General
095 Programs DRIE
POLICY, PLANNING AND CONTROL BRANCH (PPC)
100 Policy, Planning and Control Branch
105 Policy, Planning and Control — General
110 Programs ITC/DREE
115 Programs DRIE
AUTOMOTIVE, MARINE AND RAIL (AMR)
120 Automotive, Marine and Rail
MACHINERY AND ELECTRICAL EQUIPMENT BRANCH (MEE)
125 Machinery and Electrical Equipment
ELECTRONICS AND AEROSPACE (ELA)
130 Electronics and Aerospace
OFFICE OF INDUSTRIAL INNOVATION (OII)
135 Office of Industrial Innovation
140 Office of Industrial Innovation — General
145 Technology Assessment
150 Programs ITC/DREE
155 Programs DRIE
EMERGENCY PLANNING (EMP)
160 Emergency Planning
MACHINERY AND EQUIPMENT ADVISORY BOARD (MEB)
165 Machinery and Equipment Advisory Board

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

TOURISM CANADA (TOU)

170 Tourism Canada

SMALL BUSINESS AND SPECIAL PROJECTS (BSP)

175 Small Business and Special Projects
180 Regional and Industrial Projects and Crown Investments — General
185 Crown Corporations and Investments
190 Major Projects
195 Small Business Secretariat
200 Program Development and Operations

CORPORATE CO-ORDINATION BUREAU (CCB)

205 Corporate Co-ordination Bureau

POLICY (POL)

210 Policy — General
215 Relations with Business and Labour
220 Framework Policies
225 Short-Term Economic Analysis
230 Statistical and Database Services
235 Strategic Planning and Regional Policy
240 Structural Analysis
245 Trade Policy
250 Trade Development
255 Programs ITC/DREE
260 Programs DRIE

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

CANADIAN INDUSTRIAL RENEWAL BOARD (CIR)

290 Canadian Industrial Renewal Board

OFFICE FOR REGIONAL DEVELOPMENT (ORD)

305 Office for Regional Development — General
310 Policy and Expenditure Management System
315 Regional Development Policy
320 Federal Economic Development Co-ordinators

REGIONAL OFFICES (XRO)

330 DRIE — General
335 Industrial and Regional Development
340 Programs ITC/DREE
345 Programs DRIE
350 Tourism

OFFICE OF INTERNAL AUDIT (AUD)

295 Office of Internal Audit
300 Internal Audit — General

NATIVE ECONOMIC DEVELOPMENT PROGRAM (NED)

325 Native Economic Development Program — General

NORTHERN AND SPECIAL PROGRAMS (NSP)

355 DRIE — General
360 Industrial and Regional Development
365 Programs ITC/DREE
370 Programs DRIE
375 Tourism

ACCESS TO INFORMATION AND PRIVACY OFFICE
OFFICE OF THE COMPTROLLER
DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
3RD FLOOR
235 QUEEN STREET
OTTAWA, ONTARIO
K8A 0H5

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION

Background

The Department of Regional Industrial Expansion (DRIE) was created in December, 1983, through the amalgamation of elements of the former Departments of Industry, Trade and Commerce and Regional Economic Expansion. DRIE was established to address the government's key priority of economic renewal, and was given the mandate of increasing the economic prosperity of Canadians in all provinces and stimulating regional industrial expansion. When the Ministry of State for Economic and Regional Development was disbanded in July, 1984, the Regional and Project Co-ordination Branch and the Federal Economic Development Co-ordinators were transferred to DRIE.

The Department's objective is to increase overall industrial, commercial and tourism activity in all parts of Canada in an environment that is stable and responsive to the expressed needs of business. This objective is achieved by working with business and labour, other governments and the academic community; providing financial, marketing and other technical information to businesses; and, where necessary, extending direct financial assistance.

The Department acts to foster a climate which encourages firms to be more internationally competitive by developing new products, processes, and services; by establishing the capacity to produce these goods and services; by marketing these goods and services at home and abroad; and by restructuring the firms' activities to adjust to changing market conditions.

Laws and Regulations

- Area Development Incentives Act
- Agricultural and Rural Development Act
- Cape Breton Development Corporation Act
- Regional Development Incentives Act
- Special Areas Act
- Federal Business Development Bank Act
- Foreign Investment Review Act
- Department of Regional Industrial Expansion Act
- National Design Council Act
- Small Business Loans Act
- Textile and Clothing Board Act
- Industrial Research and Development Incentives Act
- Small Business Investment Grants Act
- Industrial and Regional Development Act

In addition to the above, the Minister is responsible for the following regulations:

- Area Development Incentives Regulations
- Regional Development Incentives Regulations
- Baie Verte Special Area Order
- Prince Edward Island Special Area Order
- Special Areas Industrial Renewal Order
- Southeast New Brunswick Special Area Order
- Foreign Investment Review Regulations
- Small Business Loans Regulations
- Industrial Research and Development Incentives Regulations
- Small Business Investments Grants Regulations
- Industrial and Regional Development Regulations
- Automotive Manufacturing Assistance Regulations
- Canada Cycle and Motor Company Limited Enterprise Development Regulations
- Canadian Industrial Renewal Regulations
- Consolidated Computer Incorporated Adjustment Assistance Regulations
- Consolidated Computer Incorporated Enterprise Development Regulations
- Enterprise Development Regulations
- Footwear and Tanning Industries Assistance Regulations
- General Adjustment Assistance Regulations

Overall Responsibilities

The following is a list of major programs administered by the Department:

Industrial and Regional Development Program (IRDP): The core program of DRIE, it provides assistance to business and non-profit organizations through contributions, repayable contributions and loan guarantees.

Tourism Canada (Canadian Government Office of Tourism — CGOT): This program promotes Canada's tourism industry abroad and in the domestic market and assists the industry in improving its product and competitiveness.

Defence Industry Productivity Program (DIPP): This program provides financial assistance to industrial firms involved in the production of defence or defence-related products for export.

Program for Export Market Development (PEMD): Delivered by the Department on behalf of the Department of External Affairs, it provides incentives for Canadian firms to enter or expand foreign markets.

Special ARDA (Agricultural and Rural Development Act): This program was designed to help residents of remote and northern areas (in particular, those of Indian and Inuit ancestry) to start, expand or modernize commercial ventures employing native people and to improve incomes in such primary activities as hunting, trapping, fishing and forestry. (Applies only in Manitoba, Saskatchewan, British Columbia, Yukon and Northwest Territories.)

Native Economic Development Program (NEDP): A four-year federal program to aid the economic development of native people, the $345 million fund will be managed by a board comprised of a majority of native persons with business experience who will advise ministers concerning policy and operational matters and make recommendations on individual applications for assistance from the fund.

Western Transportation Industrial Development Program (WTID): WTID is a federal government initiative designed to assist business in western Canada to take advantage of the economic opportunities resulting from the decision to revise the Crow's Nest Pass rate and expand the western railway system. It is a five-year program expiring on March 31, 1988 which provides assistance to companies engaged in manufacturing, processing and related activities to reap the benefits of increased investment in railway capacity.

Economic Regional Development Agreements (ERDA): These federal-provincial agreements are administered at the regional level and enquiries should be referred to the regional communications offices.

Key Contacts

The Department of Regional Industrial Expansion makes information available to the public on a continuing basis through the following channels. These channels should be used for informal requests for information i.e. not formal requests for records under the *Access to Information Act*. Chief among the informal channels of communications are

— Departmental officials who regularly and informally provide information to business clientele and the news media.

— The Communications Branch, which provides a focal point for relaying information about DRIE programs, policies and projects to the business community and the general public; provides films, visual materials and publications on DRIE programs and services; co-ordinates the activities of regional communications services and provides specialized assistance to these offices as required; and maintains contact with other federal institutions, and other levels of government and the private sector.

Media Enquiries: (613) 995-8900

Regional Offices

These offices are located in each province to provide access to information on all federal and provincial government programs and services available to Canadian business and industry. These regional offices can be contacted at:

Vancouver, British Columbia
(604) 666-0434

Edmonton, Alberta
(403) 420-2944

Saskatoon, Saskatchewan
(Also serves the Yukon and the Northwest Territories)
(306) 975-4400

Winnipeg, Manitoba
(204) 949-6163

Toronto, Ontario
(416) 365-3737

Montréal, Québec
(514) 283-8185

Moncton, New Brunswick
(506) 388-6400

Halifax, Nova Scotia
(902) 426-2018

Charlottetown, Prince Edward Island
(902) 566-7400

St. John's, Newfoundland
(709) 772-4884

The Departmental Library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open, for purposes of research, to business people, members of the academic community at the graduate level or higher, and officials of the Department of Regional Industrial Expansion and other federal government institutions. This facility is located at:

Library
3rd Floor West
Department of Regional Industrial Expansion
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 992-4947

Access Procedures

Persons who wish to formally exercise their rights under the *Access to Information Act* are requested to submit their requests in writing to

The Senior Departmental Advisor
Access to Information and Privacy Office
Office of the Comptroller
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 957-0508

Due to the amalgamation referred to in the background section, the management of departmental records is still in a transition phase. To reflect this, the information holdings are displayed in three sets: the first set is a description of the branches, offices, and classes of records for the present Department of Regional Industrial Expansion which comprise the records of the three integrated institutions; the second set is the records of the former Department of Industry, Trade and Commerce; the third set is the records of the former Department of Regional Economic Expansion. Some of these latter records have not yet been integrated. Please proceed by first reviewing the classes of records in the first set for Regional Industrial Expansion, which will refer to the appropriate records in the second and third sets which have not yet been integrated.

CONSUMER GOODS, SERVICES AND RESOURCE PROCESSING

This organization gathers and analyzes information on industry; provides policy advice concerning three industry sectors (resource processing, consumer goods, foods and chemicals); and co-ordinates departmental responsibility for industrial adjustment programs.

EDP Systems

- Demand study of Canadian health product markets system: This system was developed for the health care products division for data collection and reporting on four major product groups.

Market Development Branch

This branch identifies and analyzes current and new market opportunities in all sectors and regions of Canada, develops a complementary program of domestic marketing activities through the marketing element of the Industrial and Regional Development Program (IRDP) and conducts other special measures to increase the overall share of Canadian products in the domestic market.

Manuals

- Import Analysis Methodology for Project Managers

EDP Systems

- Business opportunities sourcing system (BOSS): This system is designed to locate information about Canadian companies and their products. It can be used to identify a Canadian manufacturer and/or supplier of a specific product or to find accurate, up-to-date information about Canadian manufacturers and international trading houses. Information about Canadian service industries will soon be added to the system.
- Establishment system: The establishment system maintains tombstone information about any external agency dealing with the Department. This information is considered unique to an establishment, and is utilized by departmental programs and branches interfacing with the system.
- Import analysis management information system (IAMIS): This system is a management tool used to provide accurate and timely information concerning projects undertaken by the import analysis division personnel.
- Import commodity system: A system is in place to mechanize the processing of customs documents in response to requests for

commodity studies. Trade patterns of specific items are coded, key entered, placed on a computer file, analyzed and printed in a variety of formats so that a thorough evaluation may be undertaken.

- Import replacement reporting system: The import replacement division prepares industry sector profiles of imports at the request of various companies or agencies. When a request is approved and work is to commence, the work of developing the profile is called a project.

Policy, Planning and Analysis Branch

This branch initiates, and assists with, the analysis needed to form government policies concerning consumer goods, services and resource processing (CGSRP) industries.

EDP Systems

- Capacity utilization system: This system calculates on a quarterly basis rates of capacity utilization by sector.
- Key business ratios project: This system develops financial data for selected corporations. Using the credit rating service, financial ratios are produced on an annual basis.
- MIT/BIRCH study: This system analyzes and generates reports concerning the Dun and Bradstreet Micro database at its current state of development.
- Trade sector analysis system: The purpose of this system is to develop a user operated, flexible system for processing trade data, to respond to specific requests for profile analysis.
- Trade Sector Designation System.

Office of Industrial Adjustment

This office develops and implements policies and programs to assist the adjustment and renewal of Canadian manufacturing and processing industries, with emphasis on the textile, clothing and footwear industries; analyzes and evaluates applications under the Department's funded programs for consumer goods, services and resource processing sectors; and promotes industrial design to improve economic performance.

EDP Systems

- Canadian econometric processing system: The Canadian econometric model for structural analysis is a detailed sectoral model of the Canadian economy which focuses in particular on the market performance of the main industries and commodities.
- Canadian Explorer Model 2 development: This system represents a long-range structural simulation model of the Canadian economy. The system utilizes data from Canadian structural accounts (input/output model) and information from the Economic Council and Cansim/Candide to develop a mechanism for evaluating long-range sectoral and macro-event impacts. An economy-based structure is in place to analyze the impact of various macro activities and their interaction in the Canadian marketplace.
- Design Canada mailing list system: This is a standard mailing labels system providing lists of persons or companies that Design Canada contacts on a regular basis. The file contains many lists of addresses, suitably coded so that selections can be made. Typical persons on the list are designers, engineers, architects and their firms. Various types of reports are produced by classification and country, indicating types of publications and newsletters required.
- Information system for apparel and textile industries: This system provides the Textiles and Consumer Products Branch with a monthly report on the performance of imports into Canada at the seven-digit CITC level. The CITC is a further breakdown of the five-digit MCC (Import Commodity Classification).
- Textiles and consumer products system: This system reports monthly on import commodity classified and export commodity classified data supplied by Statistics Canada. The data pertains solely to textile and consumer products of concern to the branch. The data received is used to update the Department's master files and reports are produced showing performance figures for the data requested and various codes, the performance of imported commodities under restraint, and trade summaries showing balance of demand.
- Textiles and consumer products system one: This system is designed to provide reports showing performance figures for the data requested and various codes, the performance of imported commodities under restraint, and trade summaries showing balance of demand.
- Textiles and consumer products system two: This system is designed to produce reports showing performance figures for the data requested and various codes, the performance of imported commodities under restraint, and trade summaries showing balance of demand.

Resource Processing Industries Branch

The branch provides government liaison with the chemicals, forest products, and metals and minerals industries; forms policy recommendations and administers programs (either directly or in conjunction with regional offices) affecting the three sectors; consults and works with companies and trade associations.

Manuals

- Generalized Return on Capital Employed
- Generalized Discounted Cash Flow Return on Capital Employed

EDP Systems

- General competitiveness model: A computer model was conceived, designed, developed, and implemented to measure, on an industrial basis, the level of operational competitiveness within which firms are operating and the degree of their economic stability. A computer system houses the model, which performs a variety of simulations and statistical analyses (e.g., financial return on capital calculations and discounted cash flow situations) and has the capability, through generalized software, to act on data from other industries.

Food and Consumer Products Industries Branch

This branch provides overall economic development in the Canadian food and consumer products industries; and forms a focal point on policy issues which impact on these industries.

EDP Systems

- Food and consumer products (FCP) information system: The purpose of this system is to automate three tasks comprising industry-related, correspondence and project-related data.
- Nutritive processing information system: This system maintains a complete financial information system on the Canada/Alberta subsidiary agreement on nutritive processing assistance.

Service Industries Branch

This branch provides departmental liaison with construction and consulting services, wholesale and retail organizations and other merchandising operations, transportation services, trading houses, computer services and other services to business; and provides expertise to form policy and implement and deliver appropriate programs.

EDP Systems

- CANSIM database for the trade sector: This system maintains and processes various statistics on establishments which reside in the wholesale/retail classification for "Line of Business," selects and

stores Cansim and user-supplied data, processes the data in a variety of ways, and reports the data for various periods in a variety of formats.

CAPITAL AND INDUSTRIAL GOODS

This organization promotes regionally balanced development of internationally competitive, adaptable enterprises in the capital and industrial goods sectors (automotive, marine, rail, electronics, aerospace, machinery, and electrical equipment).

It also provides a focal point in the Department and in the government for key, cross-sectoral activities of particular importance to capital and industrial goods industries, namely: industrial innovation, regional and industrial benefits from major capital projects, and regional and industrial benefits from major Crown procurement.

Office of Industrial and Regional Benefits

This office encourages the development of major Canadian projects in a manner that provides the maximum opportunity for Canadian suppliers of goods and services to participate competitively.

EDP Systems

- East coast exploration databases system: The purpose of this system is to determine demand and supply of Canadian goods that go into projects, generally offshore exploration and development.

Policy, Planning and Control Branch

The branch advises the assistant deputy minister on industrial trade and other economic policies being developed in this Department and other federal departments; develops, analyzes and makes recommendations on policies affecting various regions and industrial sectors; co-ordinates strategic and operational planning and assists with the management and control of financial and human resources; co-ordinates the program management function for the Defence Industry Productivity Program (DIPP) and provides secretariat services to the DIPP Advisory Committee.

Manuals

- Defence Industry Productivity Program — Administrative Directive and Program Criteria.

EDP Systems

- Defence industry productivity system: This system provides commitment and expenditure information for companies receiving assistance under the Defence Industry Productivity Program.

Automotive Marine and Rail Branch

This branch forms sectoral policies; and plans and executes programs and services to promote the establishment, improvement, efficiency and export market growth of the automotive, marine, rail and urban industry sectors.

Manuals

- Guidelines to Shipbuilders — Canadian Content
- Guidelines to Shipbuilders — Contribution for Performance Improvement

EDP Systems

- Canadian patrol frigate monitoring system: This system is designed to address all specific requirements of the Canadian Patrol Frigate (CPF) monitoring system and to allow the capability to monitor the program and ensure that achievement is tracked against industrial benefit commitments (of foreign suppliers) in order to measure contractor performance against contractual obligation.
- Computer system selection system: This system is designed to automate eight tasks comprising industry-related data and project-related data.

Machinery and Electrical Equipment Branch

This branch is responsible for policies and action plans to promote the growth and international competitiveness of the machinery and electrical equipment industries; provides a sectoral focus for trade promotion activities and regional delivery of incentive programs; and chairs an inter-departmental board responsible for the Machinery Tariff Program.

Manuals

- MACH — Machinery Program

EDP Systems

- Machinery program control system: This system assists in the processing of applications under the machinery equipment duty remission program.

Electronics and Aerospace Branch

This branch promotes the development and expansion of viable business in the electronics and aerospace sectors by formulating sectoral policies and implementing government programs and services; it also counsels and advises on all matters relating to these sectors.

EDP Systems

- Aerospace offset monitoring system: This is an industrial benefits management system containing information on claim data arising from major aerospace contracts. Lockheed and McDonnell Douglas submit magnetic tapes of offset claim data which are input to the system.
- Electrical and electronic database: This system is run once per year as the yearly Dun and Bradstreet file is received. Canadian companies in the electrical and electronic industries are selected and statistical reports are produced to aid the branch in industrial analysis. The same system is also used for computer software companies.

Office of Industrial Innovation

This office is responsible for matters concerning industrial innovation and the application of science and technology in support of the regional and industrial objectives of the Department.

Emergency Planning Branch

This branch oversees emergency planning for the National Emergency Agency.

Machinery and Equipment Advisory Board

The Machinery and Equipment Advisory Program encourages the expansion and efficiency of Canadian manufacturing by providing a reasonable measure of tariff protection to machinery manufacturers, while also enabling users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

TOURISM CANADA

This organization provides advice on policy and operational matters relating to the development and promotion of tourism in Canada.

It administers federal tourism programs in consultation with regional offices and the Department of External Affairs, and represents federal interests in domestic and international tourism organizations.

Tourism Development

This branch analyzes, and seeks to improve, the competitiveness of Canada's tourism industry, and works with the private sector and the provinces to form tourism development programs.

Tourism Marketing

This branch establishes, develops and implements the principal federal government policies for the marketing of tourism both within and outside Canada; provides leadership in the co-ordination of federal, other government and private sector tourism marketing activities in order to optimize tourist revenues, enhance the tourism industry's contribution to the national economy and reduce Canada's tourism deficit; aims to increase spending by U.S. and overseas visitors; and encourages Canadians to travel in Canada.

Corporate Affairs

This branch provides program direction, planning and evaluation; policy development; information services research and analysis; and co-ordination of government and industry relations.

Manuals

- Tourism Manual

EDP Systems

- Accommodations inventory system: With the formal acceptance of the recommendations contained in the feasibility study, the development of a computer system to accommodate the data collected in 1980 by the Office of Tourism was initiated. Accommodations, attractions and events collected in 1980, with the provision to add recreation and handicapped facilities data in 1981, will be used to form a database on inventory to respond to requests for information. The facility will exist for economic modelling, forecasting expenditures based on occupancy rates, statistical analysis based on capacities, policy planning and providing marketing support. Linkages with package tours and the meetings and incentives systems will also exist.
- Bulk and mode system: This system maintains the records of quantities of travel publications that are shipped in bulk or on a regular basis to various organizations. Reports are produced monthly and distributed to managers.
- Canadian Government Office of Tourism letter writer: This system enables the production of personalized letters in support of the Office of Tourism direct mail campaigns designed to promote Canada to United States citizens. It involves processing of mailing lists obtained from over 30 suppliers and the production of computerized letters.
- Canadian Government Office of Tourism stock inventory system: This system is used by the Office of Tourism to maintain its inventory of publications and brochures which promote tourism in Canada. Monthly reports are sent to the managers responsible for printing and issuing the documents.
- Canadian Government Office of Tourism travel trade system: The Office of Tourism marketing branch uses direct mail sent to private homes and travel agencies as part of its advertising. The travel trade system deals with the portion of direct mail sent to the travel agencies. The travel trade system maintains an accurate and up-to-date master file for Canadian, American, and foreign travel trade agencies, which have been categorized by location and type of operation.
- Canadian tracking survey system: This system reports on the results of a survey of travellers taken at terminals in eight major Canadian cities. The information collected is used for planning and tourism promotion by all levels of government.
- Canadian Travel Survey analysis: An effective tool to measure the demand for tourism at various times, the Canadian Travel Survey is operated by Statistics Canada on a quarterly basis. The survey concerns itself with social and economic data involving package tours, and various expenditures of a selected sample of Canadian households (appended to the labour force survey) which have been weighted to estimate Canadian travel over a given time period.
- Canadian Government Office of Tourism (CGOT) computerized address system: This system is controlled by CGOT and is used as a mailing list system for that area. The files attached to this system will contain names, addresses and business types used to produce mailing lists and/or labels for CGOT.
- Canadian Government Office of Tourism statistical reporting system: This system provides the Office of Tourism with monthly statistics showing the effectiveness of their travel promotions within the United States, by promotion and by geographic area.
- Daily work tourism system: The purpose of this system is to process mail enquiries from the public regarding travel in Canada. These enquiries are either unsolicited, or generated by direct mail campaigns or advertising in various media.
- Direct mail campaign system: This system enables the production of personalized letters or labels in support of the Office of Tourism's direct mail campaign. This involves the conversion of various purchased mail lists and the production of personalized campaign cards or letters.
- Meeting incentive travel information system: This system provides information for the marketing efforts of the CGOT on meetings and incentive travel buyers.
- Package tour inventory system: The package tour inventory was introduced by the Office of Tourism to provide statistical reports for tourism marketing activities, policy development and the monitoring of CGOT performance in terms of marketing results.
- Product market match model: This system is part of a process to develop a tourism analysis and planning capability which is to be initially available to the government and eventually to the private sector.
- Promotional marketing system: The purpose of this system is to assist in the capture and reporting of statistics gathered in the promotional marketing of tourism in Canada. The system also stores information relating to the program campaigns and sources involved in promotional marketing.
- Rendez-vous-Canada: This system schedules and produces appointment guides for individual delegates attending the annual market place sponsored by the CGOT. Statistical reports are also produced to allow analysis of scheduling effectiveness.
- Tour Canada schedule system: The Tourcan schedule system is designed to enable the Office of Tourism to produce a computerized seller/buyer appointment schedule.
- Tourism forecast system: A requirement to develop an improved mechanism for forecasting tourism activities led to the development of a modelling package to be used to estimate the volume and value of the travel trade.
- Tourism impact/expenditure models system: Using occupancy rate statistics and the cost per room figures, provincial data is collected and evaluated through the computer modelling process to evaluate tourism on a provincial basis.
- Tourism reference and data centre: This is a library inventory and information system.
- Tourism resource inventory system: This provides a system for collection, retention, maintenance, retrieval and reporting of the accommodation, attraction and event tourism data.
- Travel recontact system: This system establishes and retains the name and address of people who have made enquiries about travel in Canada. These enquiries are categorized by geographic location and type of interest of the enquirer. The system then develops a master file of all recipients of information. These names and

addresses are saved in case the CGOT wishes to send the person information on another tourist attraction. A monthly file of CGOT statistics is also produced.

Small Business and Special Projects

- This organization provides project analysis and conducts negotiations for the largest, most expensive, complex and sensitive projects requiring departmental financial support.

It provides advice, staff support and assistance in the co-ordination and management of the Minister's responsibilities for Crown corporations and Crown investments.

Through the Small Business Secretariat, it also provides support to the Minister of State for Small Business and Tourism in his or her role on behalf of small business.

EDP Systems

- Small Business Loans Act (SBLA) interim system: The purpose of this system is to monitor claims for loss submitted to DRIE by lending institutions for defaulted loans guaranteed under the SBLA.

Investment Projects

This branch works with sector branches and regional offices in the analysis of large investment projects in which investors of all types seek some form of assistance, participation or intervention on the part of the government; it also identifies marketing opportunities in the course of conducting special project analysis.

Adjustment Projects

This branch provides specialist skills in the field of corporate analysis; assists in the development of special measures of assistance to facilitate industrial development adjustment; co-ordinates the activities of outside consultants working on development and adjustment cases; and advises on changes to department policies and programs.

Crown Investment

This branch serves as a principal contact point between the government and Crown corporations, which report to Parliament through the Minister; it represents the corporations' interest in departmental policy deliberation; and it interprets government policies and programs to the corporations.

Special Projects

This branch provides the financial, strategic and economic analysis required for negotiations concerning a wide range of major industrial projects which, because of their size, complexity, and/or urgency need specialized analytical and computer skills.

Development Projects

This branch provides major project analyses in co-operation with sector branches, regions, other departments and agencies to maximize the commercial and economic benefits from government investments in major projects; it also identifies marketing and technological opportunities arising from such projects.

Small Business Secretariat

The Small Business Secretariat provides support to the Minister of State for Small Business and Tourism in his or her role on behalf of small business.

The secretariat identifies opportunities and constraints affecting the small business community; formulates policy initiatives; and undertakes or commissions research to expand the information base concerning small business issues.

Program Development and Operations

This branch develops and designs major departmental industrial support programs, program legislation, regulations and administrative procedures and systems. In addition, it designs, maintains and operates management information systems; provides secretariat services to the Department of Regional Industrial Expansion Internal Board; recovers defaulted contributions, loans, and loan guarantee and insurance accounts; administers special programs, including the *Small Businesses Loans Act*, the Credit Reinsurance Program, the Small Business Investment Grants Program, and the co-ordination of requests for tariff changes and remission of duty.

Manuals

- Defence Industry Productivity Program (DIPP) — Administrative Directive and Program Criteria
- Program for Export Market Development (PEMD) — Policy and Administration Directive and Guidelines for Interpretation of PEMD Administrative Directive
- Small Business Loans Act — Procedures Manual and Guidelines for Lenders
- Regional Development Incentives Program (RDIP) — RDIP Manual (Vol. A1)
- Small Business Investment Grants (SBIG) — (SBIG) Election — Part A, B and C, Guidelines for Lenders and Procedures Manual
- Credit Reinsurance Program — Credit Reinsurance Procedures Manual
- Industrial and Regional Development Program (IRDP) — Program Legislation and Policy and Administrative Directive Manual, IRDP Policy Manual for Senior Management and IRDP Procedures Manual

EDP Systems

- Departmental incentives data system (DIDS): The DIDS system was conceived as a means of recording information related to the *Regional Incentives Development Act* (RDIA) in a consistent and timely manner. The system is used to record the progress of a case from the initial application for a grant to the close of activity.
- Enterprise Development Program (EDP) — loan insurance management system (LIMS): This system is designed to monitor insured loans made under the Enterprise Development Program.
- Enterprise development program: This system contains information on the Enterprise Development Program.
- Program for Export Market Development system (PEMD): The automated computer system supports PEMD by reporting on the status and progress of projects operating within the program. Financial concerns are handled by and supplied to the PEMD by the grants loans and contributions system. Though this program has been transferred to the Department of External Affairs, it is still being administered by DRIE.
- Program resource information system for management (PRISM): PRISM is an on-line computerized system used by DRIE to process and track the status of applications for financial assistance.
- Small business investment grants system: This system is designed to monitor all grants issued by the program, and related information. This includes details on borrowers, elections, lending institutions and their claim for payment. This system is also used by Financial Operations.
- Small Business Loans Act evaluation system: The information from a six-page survey is keyed to establish a master file of claims data

relative to small business loans. The information is used for modelling with respect to various policies and company requirements.

Corporate Co-ordination Bureau

The bureau directs and co-ordinates the organization and analysis of the information and the decision-making systems required by the Minister, deputy minister and associate deputy minister. It also oversees security and safety in the Department.

Policy

This organization develops policy recommendations and provides specialized skills in the areas of economic intelligence, industrial policies, strategic planning, trade development, the impact of trade policies and industry, and relations with other departments in the economic field.

Economic Analysis and Strategic Planning

This branch provides policy analysis, advice and recommendations on regional industrial development, short term economic analysis, and structural analysis; carries out statistical and database services and related analysis in support of departmental policies and programs.

Framework Policies and Trade Development

This branch advises senior management on industrial and trade development policy issues affecting industrial sectors; it also provides policy analysis, advice and recommendations on industrial trade policy.

Manuals

- Commodity Trade by Industrial Sector Concordance
- Canadian Econometric Model for Structural Analysis: Model Structure
- Canadian Econometric Model for Structural Analysis: Input/Output Database
- Canadian Econometric Model for Structural Analysis: Estimation Results

EDP Systems

- Advanced Economic Research Information Center (AERIC) forecasting: Active liaison has been maintained with the Conference Board of Canada in the area of quarterly forecasting and regression analysis as it applies to AERIC
- Capital expenditure study system: This system is designed to process data collected by the ITC survey concerning investors attitudes and update the history files, generate tables, and produce reports outlining the results of the processed data.
- Capital investment intentions and outlays survey system: This system was designed to process the data collected by the Department of Industry, Trade and Commerce survey of capital investment intentions and outlays as taken in two yearly personal interviews. This information concerns the attitudes of investors over the previous, present, and next five years. It is recorded, entered into the system, verified and manipulated in such a fashion as to update the history files, generate tables, and produce reports which outline the results of the surveys in different formats.
- Clothing model system: A significant effort was expended to program the merging of commodity, Statistics Canada, and financial data concerning firms involved in the manufacturing of clothing products. The information is required to study the impact of foreign-made products on the Canadian manufacturer. The data is assimilated on an ad hoc basis and appropriate files are prepared to study and evaluate various scenarios.
- Community data system: This is an extensive system of files and programs used to accumulate socioeconomic data at the community level. This data can be used for economic analysis and for the generation of community profiles.
- Composite indices system: The economic indicators representing the major factors which affect growth and productivity are grouped into three components (lagging, leading and coincident), and analyzed quarterly in a computer system. The results measure and calculate significant turning points in the Canadian economy and the interaction of these factors. The data cover a wide domain, extending from real domestic product shipments, trade statistics, and national accounts indicators found in the Canadian statistical review.
- County data system: This is an extensive system of files and programs used to accumulate socioeconomic data at the county or Census division level. This data can be used for economic analysis and for the generation of county profiles.
- Disparity index system: This system is a tool to analyze socioeconomic data for a small area and to derive an index for the purpose of comparing or ranking the areas in terms of socioeconomic advantage or disadvantage.
- Foreign owned subsidiaries survey processing system: This system was designed to aid the Microeconomic Analysis Branch to respond in a comprehensive and expeditious fashion to requests for information on multinational enterprises.
- Short term economic analysis: The purpose of this system is to access external databases for economic data in order to report trends to management.
- Small area mapping (SAM) system: The SAM system is used for visual presentation of socioeconomic information. Small area data is plotted on one of over 30 geographic outlines. The system provides statistical analyses of data classes.
- Socioeconomic data dictionary system: This system is a generic dictionary/catalogue of socioeconomic data. It is intended to provide a complete catalogue of the data co-ordination holdings (several thousand fields of data spread over 2000 files).
- Socioeconomic file definition system (Autobase): This system collects and maintains the physical file layouts of key data co-ordination files. Files described in autobase may be automatically loaded into databases to facilitate the reporting procedures for these files.
- Statistical services system: This project involves the provision of statistical studies and analysis of financial and economic data obtained from Statistics Canada or by extraction from the CANSIM DATA database.
- Trade data processing: With the increased demand for patterns of trade for individual commodities and groups of commodities, a series of programs has been created to respond to requests. Historical data (covering 19 years) has been obtained from Statistics Canada on a monthly basis, at a disaggregated level, to form a large database involving dozens of magnetic tape files. In addition to responding to specific requests for profile analysis, present activity involves the downloading of specific sector data onto micro computers for individual reporting.

OFFICE OF THE COMPTROLLER

This office advises on policy making and program direction; designs and co-ordinates the Department's management planning and control process; and provides financial and information services and management support.

Program Evaluation Branch

The branch evaluates DRIE projects, policies and activities for effectiveness and reports on the results.

Manuals

- Departmental Program Evaluation Manual

Computer Services Branch

This branch develops and maintains computer based systems, design software and operating software; manages corporate data; and provides and operates all physical computer facilities, including hardware and data communications networks.

EDP Systems

- Branch project accounting control system (BPACS): This system is designed to record all EDP resources against projects. This includes forecasting of user and Computer Services Branch funds and person-year utilization by project, recording all budgets, commitments and expenditures against projects, and the recording of in-house staff time utilization against projects.
- Dun and Bradstreet maintenance system: This system is designed to offer users within the Department access to the Dun & Bradstreet financial database.
- Dun and Bradstreet requests: Significant emphasis on financial analysis of establishments resulted in a series of computer programs being developed to respond to these needs. The facility exists at present to produce file selections, mailing labels, descriptive analysis, and financial evaluation on historical data as well as current data. Basic company profile data can also be extracted for industry analysis.

Resource Management Branch

This branch provides financial management advice on policy, planning, programming and budgeting decisions.

Access to Information and Privacy (ATIP) Office

This office oversees the administration and policy development of the *Access to Information Act* and *Privacy Act* as related to the Department; processes formal requests, advises senior management on the operation of the legislation and the disposition of cases, and promotes awareness of the legislation within the Department.

Manuals

- Access to Information and Privacy Manual

Administrative Services Branch

This branch oversees all headquarters matters relating to administrative policy development, contracting and materiel administration, property administration, telecommunications, office automation, forms management, printing and duplicating, word processing, records management and micrographics, travel services, library services, mail and messenger services and the management of administrative floor units.

Management Practices Branch

This branch works closely with headquarters and regional units to plan, facilitate and assist in the development of sound corporate management practices and control systems.

Information Resource Management Branch

This branch establishes strategic and operational plans for the acquisition, use and management of departmental information resources; develops corporate information policies; and monitors the implementation of information management plans and policies.

Portfolio Management Branch

This branch is accountable for the continuing development and co-ordination of the operational planning functions within the Department.

Financial Operations Branch

The branch is responsible for developing and implementing financial policy and systems, accounting for and controlling financial resources, auditing assistance projects, and providing financial advisory services.

Communications Branch

The branch provides a focal point for relaying information about DRIE programs, policies and projects to the business community and the general public; provides films, visual materials and publications on DRIE programs and services; co-ordinates the activities of regional communications services and provides specialized assistance to these offices as required; maintains contact with other federal institutions, and other levels of government and the private sector.

EDP Systems

- Canada Commerce mailing label system: This system contains some 10,000 names and addresses of recipients of the Canada Commerce publication. It prints mailing labels from the name-address master file for the distribution of the magazine, then cycles the label tape back to DRIE in Ottawa for printing.
- Canada Courier system: This system contains a listing of some 200,000 names and addresses of recipients of the publication Canada Courier. Capability exists to select by post, by edition, and by SIC codes. Production is currently halted pending a cleanup of the files and a decision as to the future of the Courier publication.

Human Resources Branch

The branch is responsible for human resource planning staffing; training; employee advisory and career services; job classification; staff relations; grievances; pay and benefits; affirmative action; official languages; and redeployment.

Staffing and Human Resourcing

This branch oversees staffing, training, the official languages program, affirmative action, human resources planning, employee advisory and career services, and redeployment.

Compensation and Staff Relations

This branch acts on job classification, organizational analysis, staff relations, grievances and employee pay and benefits matters.

Manuals

- Manual of Human Resources Directives

Canadian Industrial Renewal Board (CIRB)

The board was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries; to renew the economic base of communities heavily dependent on those industries; and to help workers affected by the liberation of world trade in these commodities and the rationalization process. The board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

Manuals

- CIRB's Sector Firms Program: Policy Framework

Office of Internal Audit

This office provides senior management with an independent assessment of the efficiency, economy and effectiveness of internal management policies, practices and controls.

Manuals

- Office of Internal Audit Handbook

Office for Regional Development

The Office for Regional Development (ORD) was established in July, 1984, to include those functions relating to regional development formerly residing within the Ministry of State for Economic and Regional Development (MSERD). ORD is made up of the following two groups.

Regional Development Branch

The basic role of the Regional Development Branch (RDB) is to undertake liaison with the federal economic development co-ordinators located in each province. In addition, the RDB performs co-ordination work with respect to the ten-year economic and regional development agreements signed with each province and the subsidiary agreements negotiated between federal and provincial sector departments. RDB also provides regional economic development policy advice to the Minister, and through him or her, advice to the Cabinet Committee on Economic and Regional Development.

Federal Economic Development Co-ordinators (FEDC)

The basic role of the FEDC is to act as the chief regional economic advisor to the federal government to ensure that economic development is based on regional strength and occurs with maximum effectiveness. FEDC functions include: providing improved regional information for decision-making by the Cabinet Committee on Economic and Regional Development (CCERD); giving regional officials of sector departments a better understanding of Cabinet decisions and objectives; and co-ordinating the implementation of government decisions affecting economic development in the regions.

EDP Systems

- Regional operation plan system: Approximately 100 spreadsheets make up this system in which data is captured by case, by type of case, and by planning element.
- Regional statistics summary sheets system: The five spreadsheets for the regions of Ontario contain socioeconomic data for each census division.

Native Economic Development Program

This program administers a $345 million fund for aboriginal economic development and co-ordinates federal government efforts towards aboriginal economic development.

Regional Offices

Regional offices provide information on the full range of DRIE programs to industries in their respective region, and administer the programs locally. In addition, the regional offices provide information and advice on domestic and export market possibilities and offer general assistance to Canadian industry for the expansion of trade and tourism.

Manuals

British Columbia

- Special ARDA Procedures Manual

Saskatchewan

- DRIE Saskatchewan Program Procedure Statements, IRDP, RDIA, Special ARDA, EDP.

Manitoba

- Special ARDA Procedures Manual

Québec

- Iles-de-la-Madeleine Program: Administrative Directives
- Montréal Special Area Program: Administrative Directives
- Pulp and Paper Modernization Program: Administrative Directives
- Tourism Development Program for the Lower St. Lawrence-Gaspé Region: Administrative Conditions
- Tourism Development Program for the Iles-de-la-Madeleine Region: Administrative Conditions

EDP Systems — Ontario

- Calculation of capacity utilization for Ontario manufacturing industries: This system is designed to calculate capacity utilization for Ontario's manufacturing industries.
- Economic series system: This database contains economic information in various sectors of the economy and regions.
- Major capital investment expenditures in Ontario system: This database contains projects information underway or in development, concerning Capital Investment Expenditures.

EDP Systems — Québec

- Accounting system for the Canadian Industrial Renewal Board (CIRB).
- Business Information Centre: The system contains statistical information and graphs for the Business Information Centre.
- Calculation of actual value for loans without interest: This module calculates the actual value of interest, after tax deduction, for loans without interest.
- Central register management system: This information system keeps track of files and volumes at the central register.
- Community profile management system: This system is an inventory showing promotional and socioeconomic information of some 50 Québec municipalities, as well as information on industrial parks.
- Comparative analysis of a company: This module provides a comparative analysis of a company's specific area of operation with that of the business sector's average.
- Computer tape tracking system: This system allows for the self-documentation and recording of computer data residing on tapes.
- Directory of businesses in the Québec City region: This module gives information on businesses in the Québec City region (used by the Québec office only).
- Directory of computer utilization: This resource monitoring system keeps track of the utilization of computer and human resources in the HP3000 environment. It is based in the DRIE accounting routine.
- Documentation Centre management: This is a library information system containing loans, cardex, periodicals and cataloguing modules.
- Documentation system on computer systems: This utility system allows for the "online" documentation of computer systems' activities, recording items such as general information, technical information, data sets, programs, operation, production and deliveries.
- Dun and Bradstreet reporting system: This module produces listings of establishments in a variety of formats according to socioeconomic needs.
- Financial analysis model: The financial analysis model evaluates the yield of program cases.

- Graphical representations: This menu prompts the users to the various graphical representation modules available on the HP3000.
- Incentives payment forecasting system: This payment forecasting system on the RDIA data allows for the establishment of multi-years disbursement schedules based on historical and statistical information on DIDS files.
- Incentives industrial promotion system: This module shows information on promotion activity such as opportunities and technology.
- Information system on companies and their products: This module provides for the retrieval of information on companies according to products, countries and exports.
- Interface of various aid programs: This module automatically links common applicant/non-applicant information, such as addresses and postal codes, from various sources of information such as program data and statistical data.
- International Development Branch: A management information system is being implemented for the development and promotion branches.
- Inventory management information system: This system keeps track of inventory and records all acquisitions.
- Lower-St.Lawrence-Gaspé Program: This system contains program information relating to the development program for the Lower-St.Lawrence-Gaspé region.
- Management of community records: This system performs the monitoring and production of reports on Canadian Industrial Renewal Board community data.
- Micro-Fam (Micro Computer): This financial analysis model evaluates the yield of program cases (on micro-computer).
- Montréal Special Area Evaluation Project: This package will include mainly the creation of an automatic link or interface between various programs and other statistical information by establishment. This database will produce correlation and statistical activities.
- PRISM — (Micro-Computer Version): A management information system on the Industrial and Regional Development Program is being implemented.
- Pulp and paper management system: This system monitors the activity of pulp and paper cases during their life cycle.
- Sectoral record management and information model: This comprehensive computer system manages the Canadian Industry Renewal Board sectoral cases information throughout their life cycle.
- Standard labels production: This user utility program allows for the creation of standard labels to be used for mailing or retrieval purposes.
- Statistical information system: This module allows for the instant retrieval of socioeconomic tables and indicators as extracted from Statistics Canada databases.

Northern and Special Programs

This organization develops and implements all DRIE programs in the Northwest Territories and Yukon; identifies and forms specific departmental policies, strategies and programs for the industrial development needs of native people.

Classes of Records

RIE/JMD-005 *Formerly Identified as:* RIE-10
Market Development
Description: Classes of records for the Market Development Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Branch; (ITC) — Business Opportunities Sourcing System Directorate; and (ITC) — Import Analysis Directorate. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/PPA-010 *Formerly Identified as:* RIE-20
Programs ITC/DREE
Description: This class of records is for programs of the former Departments of Industry, Trade and Commerce (ITC)/and Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general.

RIE/PPA-015 *Formerly Identified as:* RIE-21
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material dealing witH initial contacts, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Industry and Labour Adjustment Program; Special Agricultural and Rural Development Program; Western Transportation Industrial Development Program; Special Recovery Capital Projects; Canadian Industrial Renewal Board; Program for Export Market Development.

RIE/PPA-020 *Formerly Identified as:* RIE-22
Policy, Planning and Analysis — General
Description: This class covers records of a general nature relating to branch involvement with various associations, membership in committee(s), and material which cannot be found in the other classes of branch records. *Topics:* Policy planning and analysis — general; associations, clubs, societies; committees; co-operation and liaison; reports, studies and statements.

RIE/PPA-025 *Formerly Identified as:* RIE-23
Policy Development
Description: This class covers policy and other issues which affect economic activities in the consumer goods, services and resource processing industries sector. *Topics:* Policy development — general; industrial co-operation; strategic plans (of major firms); trade policy and market development — international.

RIE/OIA-030 *Formerly Identified as:* RIE-30
Programs ITC/DREE
Description: This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Programs ITC/DREE — General; Institutional Assistance Program; Enterprise Development Program; Product Development Management Program; support for technology enhanced productivity.

RIE/OIA-035 *Formerly Identified as:* NO REFERENCE
Programs DRIE (New)
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material on initial contact, request for information, investigation and analysis, project monitoring, financial statement review, and program evaluation. *Topics:* Industrial and Regional Development Program; Defence Industry Productivity Program — General; Defence Industry Productivity Program — Research and Development Assistance;

Defense Industry Productivity Program — Source Establishment Assistance; Defence Industry Productivity Program — Capital Assistance; Defence Industry Productivity Program — Market Feasibility Study; Industry and Labour Adjustment Program; Canadian Industrial Renewal Board; Economic and Regional Development Agreements; Program for Export Market Development.

RIE/OIA-040 *Formerly Identified as:* NO REFERENCE
Office of Industrial Adjustment — General (New)
Description: This class covers matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions, international agencies. *Topics:* Office of Industrial Adjustment — General; Acts and legislation; associations, clubs, societies; committees; co-operation and liaison; exports and imports; fairs and exhibitions; missions and visits; reports, statistics, studies; standards.

RIE/OIA-045 *Formerly Identified as:* NO REFERENCE
Clothing Industry (New)
Description: This class covers subjects dealing with the clothing industry. *Topics:* Clothing industry — general; clothing companies; clothing products.

RIE/OIA-050 *Formerly Identified as:* NO REFERENCE
Footwear Industry (New)
Description: This class covers subjects dealing with the footwear industry. *Topics:* Footwear industry — general; footwear companies, footwear products.

RIE/OIA-055 *Formerly Identified as:* NO REFERENCE
Fur Industry (New)
Description: This class covers subjects dealing with the fur industry. *Topics:* Fur industry — general; fur companies; market development; fur products.

RIE/OIA-060 *Formerly Identified as:* NO REFERENCE
Textile Industry (New)
Description: This class covers subjects dealing with the textile industry. *Topics:* Textile industry — general; textile companies; textile products.

RIE/OIA-065 *Formerly Identified as:* NO REFERENCE
Policy Development (New)
Description: This class covers topics related to the policy development activities of the Office of Industrial Adjustment. *Topics:* Policy development — general; horizontal policies; industrial strategies.

RIE/RPI-070 *Formerly Identified as:* RIE-40
Resource Processing Industries
Description: Classes of records for the Resource Processing Industries Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Chemicals Branch; (ITC) — Resource Processing Industries Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/FCP-075 *Formerly Identified as:* RIE-50
Food and Consumer Products Industries
Description: Classes of records for the Food and Consumer Products Industries Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Food Branch; (ITC) — Textile and Consumer Products Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/SEI-080 *Formerly Identified as:* RIE-60
Services Industries
Description: Classes or records for the Services Industries Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Service Industries; (ITC) — Distribution Services Branch; (ITC) — Transportation Services Branch; (ITC) — Construction and Consulting Services. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/IRB-085 *Formerly Identified as:* RIE-70
Office of Industrial and Regional Benefits — General
Description: This class covers matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions, companies, suppliers, etc., to increase the opportunity for Canadian suppliers of goods and services to operate competitively. *Topics:* Office of Industrial & Regional Benefits — General; Acts, legislation & regulations; analysis of major projects; committees, working groups etc.; companies/projects — general; companies/projects — Canadian Patrol Frigate; co-operation and liaison; information systems; policies and services; publications — major capital projects; supplier development.

RIE/IRB-090 *Formerly Identified as:* NO REFERENCE
Industrial Benefits — General (New)
Description: This class covers matters relating to development and assessment of various industrial benefits available to the marine industry. *Topics:* Industrial benefits — Marine — general; industrial benefits — Tribal Class Update Modernization Project (TRUMP).

RIE/IRB-095 *Formerly Identified as:* NO REFERENCE
Programs DRIE (New)
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes such matters as initial contacts, requests for information, investigation and analysis, project monitoring, financial statement review, and program evaluation. *Topics:* Special recovery capital projects.

RIE/PPC-100 *Formerly Identified as:* RIE-80
Policy, Planning and Control Branch
Description: Classes of records for the Policy Planning and Control Branch within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Programs Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/PPC-105 *Formerly Identified as:* RIE-81
Policy, Planning and Control — General
Description: This class covers the planning and execution of policy, planning, development and control activities for the capital and industrial goods sector. *Topics:* Policy, planning and control — general; committees; policy development.

RIE/PPC-110 *Formerly Identified as:* RIE-82
Programs ITC/DREE
Description: This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; Enterprise

Development Program; support for technology enhanced productivity; subsidiary agreements.

RIE/PPC-115 *Formerly Identified as:* RIE-83
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by Regional Industrial Expansion and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Industry and Labour Adjustment Program; special recovery capital projects; Program for Export Market Development.

RIE/AMR-120 *Formerly Identified as:* RIE-90
Automotive, Marine and Rail
Description: Classes of records for the Automotive, Marine and Rail Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Shipbuilding Assistance Review Group; (ITC) — Surface Transportation Branch; (ITC) — Aerospace and Marine Branch; (ITC) — Automotive Task Force. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/MEE-125 *Formerly Identified as:* RIE-100
Machinery and Electrical Equipment
Description: Classes of records for the Machinery and Electrical Equipment Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Machinery Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/ELA-130 *Formerly Identified as:* RIE-110
Electronics and Aerospace
Description: Classes of records for the Electronics and Aerospace Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Electrical and Electronics Branch; (ITC) — Aerospace and Marine Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/OII-135 *Formerly Identified as:* RIE-120
Office of Industrial Innovation
Description: Classes of records for the Office of Industrial Innovation within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Technology Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/OII-140 *Formerly Identified as:* RIE-121
Office of Industrial Innovation — General
Description: Matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions to promote the development, innovation and use of advanced technology in Canada. *Topics:* Office of Industrial Innovation — general; associations, clubs, societies; committees; co-operation and liaison; licensing opportunities; policy and program development; research and analysis.

RIE/OII-145 *Formerly Identified as:* RIE-122
Technology Assessment
Description: Matters concerning the development and assessment of various areas within the Canadian scientific industry. *Topics:* Technology assessment — general; advanced manufacturing technologies; advanced materials technologies; artificial intelligence technologies; biotechnologies; communication technologies; energy technologies; health technologies; instrument sensing devices and signal processing equipment; microelectronics.

RIE/OII-150 *Formerly Identified as:* RIE-123
Programs ITC/DREE
Description: This class of records is for programs of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion, for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; institutional assistance program.

RIE/OII-155 *Formerly Identified as:* RIE-124
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes such material as: initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program.

RIE/EMP-160 *Formerly Identified as:* RIE-130
Emergency Planning
Description: Classes of records for emergency planning within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Machinery Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/MEB-165 *Formerly Identified as:* RIE-135
Machinery and Equipment Advisory Board
Description: Classes of records for the Machinery and Equipment Advisory Board Program within DRIE will be developed from classes previously located in branches with the Department of Industry, Trade and Commerce/Regional Expansion, namely: (ITC) — Machinery and Equipment Advisory Board. For a more complete description of this branch and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/TOU-170 *Formerly Identified as:* RIE-140
Tourism Canada
Description: Classes of records for the Canadian Government Office of Tourism within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Canadian Government Office of Tourism. For a more complete description of this branch and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/BSP-175 *Formerly Identified as:* RIE-150
Small Business and Special Projects
Description: Classes of records for the Small Business and Special Projects Branch within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) —

Technology Branch; (ITC) — Corporate Analysis Branch; (ITC) — Financial Policy and Liaison Branch; (DREE) — Project Assessment and Evaluation Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/ Regional Economic Expansion."

RIE/BSP-180 *Formerly Identified as:* RIE-151
Regional and Industrial Projects and Crown Investments — General
Description: This class covers information of a general nature not included in the other classes. *Topics:* Regional and industrial projects and Crown investments — general; associations, organizations, institutes, societies; programs; reports and studies; research and statistics.

RIE/BSP-185 *Formerly Identified as:* RIE-152
Crown Corporations and Investments
Description: This class covers information relating to the management of the Crown's interest in Crown corporations. This includes the assessment of corporation strategies, operation plans and financial performance and reporting systems. *Topics:* Crown corporations and investments — general; export promotion and financing; Canada Development Investment Corporation; Canada Development Corporation; Canadian Patents and Development Corporation; Canadian Commercial Corporation; Cape Breton Development Corporation; Export Development Corporation; Federal Business Development Bank.

RIE/BSP-190 *Formerly Identified as:* RIE-153
Major Projects
Description: This class covers information relating to the assessment of large and sensitive major projects whose cost and complexity demand in-depth attention. *Topics:* Major projects — general; 150 Passenger Aircraft Project; Pratt and Whitney Canada; Miller Brothers; CCI/NABU (Consolidated Computer Inc.); Chrysler Limited; Massey-Ferguson; Davie Shipyard Project; PKS/KIEWIT.

RIE/BSP-195 *Formerly Identified as:* RIE-160
Small Business Secretariat
Description: Classes of records for the Small Business Secretariat within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/ Regional Economic Expansion, namely: (ITC) — Small Business Secretariat; (ITC) — Small Business Financing Review. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/BSP-200 *Formerly Identified as:* RIE-170
Program Development and Operations
Description: Classes of records for Program Development and Operations within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Branch; (DREE) — Industrial Incentives Branch; (DREE) — Analysis and Liaison Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/CCB-205 *Formerly Identified as:* RIE-180
Corporate Co-ordination Bureau
Description: Classes of records for the Corporate Co-ordination Bureau within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Regional Affairs. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/ Regional Economic Expansion."

RIE/POL-210 *Formerly Identified as:* RIE-190
Policy — General
Description: This class covers matters of a general nature relating to branch involvement with various associations, committees, companies, conferences, liaison activities with governments and institutions. *Topics:* Policy — general; Acts and legislation; associations, clubs, societies; committees; companies; conferences; co-operation and liaison; studies.

RIE/POL-215 *Formerly Identified as:* NO REFERENCE
Relations with Business and Labour (New)
Description: This class covers subjects dealing with departmental relations with national business and labour groupings, individual firms, task forces. *Topics:* Relations with business and labour — general; industry associations; task forces and advisory committees.

RIE/POL-220 *Formerly Identified as:* NO REFERENCE
Framework Policies (New)
Description: This class covers subjects dealing with the identification and evaluation of the impact and the feasibility of modifying such framework policies. *Topics:* Framework policies — general; financial markets and institutions; industrial policy framework; investment policies and incentives; personnel and industrial relations; procurement policy; regulatory policies; sectoral policies.

RIE/POL-225 *Formerly Identified as:* NO REFERENCE
Short-Term Economic Analysis (New)
Description: This class covers subjects relating to the Canadian economy, current conditions and outlook, short term analysis and forecasts. *Topics:* Short term economic analysis — general; briefings; economic situation and outlook; fiscal; investments.

RIE/POL-230 *Formerly Identified as:* NO REFERENCE
Statistical and Database Services (New)
Description: This class deals with subjects relating to capital expenditures and foreign owned subsidiary surveys, capacity utilization, socioeconomic data and statistical support systems. *Topics:* Statistical and database services — general; capital expenditure survey; computer services and consultants; databases and information systems; foreign-owned subsidiary survey.

RIE/POL-235 *Formerly Identified as:* NO REFERENCE
Strategic Planning and Regional Policy (New)
Description: This class covers subjects relating to sectoral competitiveness profiles, provincial industrial development policies and programs, and regional intelligence. *Topics:* Strategic planning and regional policy — general; departmental planning; industrial development; regional industrial development frameworks; regional intelligence; strategic overview; sectoral competitiveness profiles.

RIE/POL-240 *Formerly Identified as:* NO REFERENCE
Structural Analysis (New)
Description: This class includes subjects relating to the Canadian econometric model for structural analysis, medium term industrial outlook, industrial adjustment policy, technology trends to 1990. *Topics:* Structural analysis — general; industrial adjustment; labour and employment issues; medium term outlook for industries and regions; models; simulation studies.

RIE/POL-245 *Formerly Identified as:* NO REFERENCE
Trade Policy (New)
Description: This class covers issues relating to the Canada/USA sectoral trade liberalization, participation in OECD and GATT related issues, export trade development, and trade policy co-ordination. *Topics:* Trade policy — general; trade agreements, negotiations, treaties; General Agreement on Tariff and Trade;

Organization for Economic Co-operation and Development; multinational enterprises; tariffs.

RIE/POL-250 *Formerly Identified as:* NO REFERENCE
Trade Development (New)
Description: This class covers trade development issues such as foreign investment, industrial co-operation with government departments or agencies, and federal/provincial trade development. *Topics:* Trade development — general; European Economic Community; foreign investment; industrial co-operation; trade co-ordination; trade development units; duty remission.

RIE/POL-255 *Formerly Identified as:* NO REFERENCE
Programs ITC/DREE (New)
Description: This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; Enterprise Development Program; Support for Technology Enhanced Productivity; *Regional Development Incentives Act;* subsidiary agreements.

RIE/POL-260 *Formerly Identified as:* NO REFERENCE
Programs DRIE (New)
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Industrial and Regional Development Program, Defence Industry Productivity Program; Industry and Labour Adjustment Program; Western Transportation Industrial Development Program; Native Economic Development Program; Special Recovery Capital Program; economic and regional development agreements.

RIE/PRE-265 *Formerly Identified as:* RIE-200
Program Evaluation
Description: Classes of records for the Program Evaluation Branch within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/ Regional Economic Expansion, namely: (ITC) — Program Evaluation Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/CSB-270 *Formerly Identified as:* RIE-210
Computer Services
Description: Classes of records for the Computer Services Branches within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/ Regional Economic Expansion, namely: (ITC) — Corporate Financial and Systems Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/RMB-275 *Formerly Identified as:* RIE-250
Resource Management Branch
Description: Classes of records for the Resource Management Branch within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/ Regional Economic Expansion, namely: (ITC) — Corporate Resource Management Branch. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/RMB-280 *Formerly Identified as:* RIE-251
Resource Management — General
Description: This class covers information relative to the operation of the Resource Management Branch. *Topics:* Resource management — general; co-operation and liaison; general development and subsidiary agreements; industrial assistance; programs.

RIE/ACC-285 *Formerly Identified as:* NO REFERENCE
Access to Information and Privacy Office (New)
Description: This class covers information relative to the operation of the Access to Information and Privacy Office. *Topics:* Access to information and privacy — general, Acts and legislation, access procedures, Access Register, committees, exemptions, individual enquiries, machine readable records, Privacy Index.

RIE/ASB-901 *Formerly Identified as:* NO REFERENCE
Administration (New)
Description: See Standard Classes of Records.

RIE/ASB-902 *Formerly Identified as:* NO REFERENCE
Acts and Legislation (New)
Description: See Standard Classes of Records.

RIE/ASB-903 *Formerly Identified as:* NO REFERENCE
RIE/MPB-903 *Formerly Identified as:* NO REFERENCE
RIE/IRM-903 *Formerly Identified as:* NO REFERENCE
RIE/PMS-903 *Formerly Identified as:* NO REFERENCE
RIE/COM-903 *Formerly Identified as:* NO REFERENCE

Administrative and Management Services (New)
Description: See Standard Classes of Records.

RIE/ASB-904 *Formerly Identified as:* NO REFERENCE
Co-operation and Liaison (New)
Description: See Standard Classes of Records.

RIE/ASB-905 *Formerly Identified as:* NO REFERENCE
Buildings and Properties (New)
Description: See Standard Classes of Records.

RIE/ASB-906 *Formerly Identified as:* NO REFERENCE
Buildings (New)
Description: See Standard Classes of Records.

RIE/ASB-907 *Formerly Identified as:* NO REFERENCE
Lands (New)
Description: See Standard Classes of Records.

RIE/ASB-908 *Formerly Identified as:* NO REFERENCE
Utilities (New)
Description: See Standard Classes of Records.

RIE/ASB-909 *Formerly Identified as:* NO REFERENCE
Equipment and Supplies (New)
Description: See Standard Classes of Records.

RIE/ASB-910 *Formerly Identified as:* NO REFERENCE
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

RIE/ASB-911 *Formerly Identified as:* NO REFERENCE
Office Appliances (New)
Description: See Standard Classes of Records.

RIE/ASB-912 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: See Standard Classes of Records.

RIE/ASB-913 *Formerly Identified as:* NO REFERENCE
Vehicles (New)
Description: See Standard Classes of Records.

RIE/FOB-914 *Formerly Identified as:* NO REFERENCE
Finance (New)
Description: See Standard Classes of Records.

RIE/FOB-915 *Formerly Identified as:* NO REFERENCE
Accounts and Accounting (New)
Description: See Standard Classes of Records.

RIE/FOB-916 *Formerly Identified as:* NO REFERENCE
Audits (New)
Description: See Standard Classes of Records.

RIE/FOB-917 *Formerly Identified as:* NO REFERENCE
Budgets (New)
Description: See Standard Classes of Records.

RIE/HRB-918 *Formerly Identified as:* NO REFERENCE
Personnel (New)
Description: See Standard Classes of Records.

RIE/HRB-919 *Formerly Identified as:* NO REFERENCE
Classification of Positions (New)
Description: See Standard Classes of Records.

RIE/HRB-920 *Formerly Identified as:* NO REFERENCE
Employment and Staffing (New)
Description: See Standard Classes of Records.

RIE/HRB-921 *Formerly Identified as:* NO REFERENCE
Human Resources (New)
Description: See Standard Classes of Records.

RIE/HRB-922 *Formerly Identified as:* NO REFERENCE
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

RIE/HRB-923 *Formerly Identified as:* NO REFERENCE
Official Languages (New)
Description: See Standard Classes of Records.

RIE/HRB-924 *Formerly Identified as:* NO REFERENCE
Pensions and Insurance (New)
Description: See Standard Classes of Records.

RIE/HRB-925 *Formerly Identified as:* NO REFERENCE
Salaries and Wages (New)
Description: See Standard Classes of Records.

RIE/HRB-926 *Formerly Identified as:* NO REFERENCE
Staff Relations (New)
Description: See Standard Classes of Records.

RIE/HRB-927 *Formerly Identified as:* NO REFERENCE
Training and Development (New)
Description: See Standard Classes of Records.

RIE/CIR-290 *Formerly Identified as:* RIE-260
Canadian Industrial Renewal Board
Description: Classes of records for the Canadian Industrial Renewal Board within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Canadian Industrial Renewal Board. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/AUD-295 *Formerly Identified as:* RIE-270
Office of Internal Audit
Description: Classes of records for the Office of Internal Audit within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Office of Departmental Review. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/AUD-300 *Formerly Identified as:* RIE-274
Internal Audits — General
Description: This class covers information relative to the operation of the Office of Internal Audit. *Topics:* Internal audits — general; headquarters; provinces/territories.

RIE/ORD-305 *Formerly Identified as:* NO REFERENCE
Office for Regional Development — General (New)
Description: This class covers information of a general nature relating to the operational responsibilities of the Office for Regional Development. *Topics:* Office for Regional Development — general; Atlantic fisheries development — east coast; electrical and electronics industry; energy — general; foreign investment; forestry; loan insurance claim; Organization for Economic Co-operation and Development; petrochemicals; Regional Communications Study; shipbuilding; technology development; tourism; trade.

RIE/ORD-310 *Formerly Identified as:* NO REFERENCE
Policy and Expenditure Management System (New)
Description: This class covers information on the Policy and Expenditure Management System of the federal government and the Office for Regional Development. *Topics:* Policy and Expenditure Management System — general; operational plans; main estimates; supplementary estimates.

RIE/ORD-315 *Formerly Identified as:* NO REFERENCE
Regional Development Policy (New)
Description: This class covers information on regional development initiatives taken by the Office for Regional Development and departments in the economic and regional development envelope, involving cross-sectoral policies. *Topics:* Regional economic development policy — general federal-provincial development policies; Economic and Regional Development Agreements (ERDA) and related sub-agreements; strategic provincial plans.

RIE/ORD-320 *Formerly Identified as:* NO REFERENCE
Federal Economic Development Co-ordinators (FEDC) (New)
Description: This class covers information relating to the operational responsibilities of the FEDC offices. *Topics:* Regional economic development — general; Policy and Expenditure Management System; Regional Economic Development Program organization and delivery; Economic Development Special Projects; primary industries; secondary industries; services sectors; Regional Economic Development Policies and Programs.

RIE/NED-325 *Formerly Identified as:* RIE-280
Native Economic Development Program — General
Description: This class covers information relative to the administration of the Economic and Regional Development Fund. This fund has been established to assist Native groups and to co-ordinate federal efforts towards aboriginal economic development. *Topics:* Native Economic Development Program — general; board member applications; contractors and consultants (offers of service); co-operation and liaison; funding assistance requests.

RIE/XRO-330 *Formerly Identified as:* RIE-290
DRIE — General
Description: This class contains regional offices activities and involvement with the private and public sectors, and other departmental organizations. It includes published and gathered information relating to Canadian industry that would not be contained in other classes of records. *Topics:* DRIE — general; acts and legislation; associations, clubs, societies; committees; companies, corporations, firms; co-operation and liaison; exports and imports; market development; policy development; research and development.

RIE/XRO-335 *Formerly Identified as:* RIE-291
Industrial and Regional Development
Description: Includes production and marketing, nationally and internationally, of Canadian products and economic development of Canadian industries. *Topics:* Industrial and regional development — general; community development; major projects; manufacturing, processing and service industries.

RIE/XRO-340 *Formerly Identified as:* RIE-292
Programs ITC/DREE
Description: This class contains programs of the former Departments of Industry Trade and Commerce/Regional Economic Expansion for which no new program exists under (DRIE). *Topics:* Programs ITC/DREE — general; Co-operative Overseas Market Development Program (COMDP); Institutional Assistance Program (IAP): general — Centres of Advanced Technology Program — Industrial Innovation Centres — Industrial Research Institutes Program — Technological Innovation Studies Program; Enterprise Development Program (EDP); Magdalen Islands special area (MISA); Montréal special area (MSA); *Regional Development Incentives Act* (RDIA); Small Business Assistance Progam (Prince Edward Island); Support for Technology Enhanced Productivity (STEP); Subsidiary Agreements: General, Newfoundland — general — Community Development Sub-Agreement for Coastal Labrador — Gros Morne Subsidiary Agreement — Industrial Development Sub-Agreement — Phase I Western Newfoundland — Industrial Development Phase II — Inshore Fisheries Development Agreement — Labrador Interim Subsidiary Agreement — Northern Ocean Research and Development Corporation (NORDCO) Subsidiary Agreement — Planning Subsidiary Agreement — pulp and paper mill modernization — Abitibi-Price — Rural Development Subsidiary Agreement — special fish plant water supply — Stephenville Mill conversion and reactivation — St. John's Urban Region Subsidiary Agreement — Tourism Subsidiary Agreement — Prince Edward Island; Subsidiary Agreements: Nova Scotia — general — Agriculture Development Subsidiary Agreement — Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement — Energy Conservation Subsidiary Agreement — Forestry Subsidiary Agreement — Halifax Panamax Dry Dock Subsidiary Agreement — Industrial Development Subsidiary Agreement — Metropolitan Halifax/Dartmouth Area Development Subsidiary Agreement — Modernization of Facilities at Sydney Steel Corporation Subsidiary Agreement — Nova Scotia Planning Subsidiary Agreement — Pulp and Paper Modernization Subsidiary Agreement — Strait of Canso Area Development Subsidiary Agreement — Tourism Development Subsidiary Agreement — Economic and Regional Development Agreements (ERDA): general — Technology Transfer; Subsidiary Agreements: New Brunswick: general — Developing Region Subsidiary Agreements — Modernization of Consolidated Bathurst Inc. Sub-Agreements — Northeastern New Brunswick Sub-Agreement — Pulp and Paper Sub-Agreement; Subsidiary Agreements: Sulphation Roast Leach — Pilot Plant Sub-Agreement; Subsidiary Agreements: Québec — general — Water Treatment Facilities for Montréal Area — Agricultural Development — Forestry Development — Mineral Development — Transportation Development — Public Infrastructure — Establishment of Newsprint Mill at Amos (1980-83) — Industrial Infrastructure — Modernization of the Pulp and Paper Industry — Airport Industrial and Commercial Park (PICA) — SIDBEC; Subsidiary Agreements: Ontario — general — Eastern Ontario Subsidiary Agreements — Forest Management Subsidiary Agreements — Northeastern Ontario Subsidiary Agreements — Northern Ontario Rural Development Subsidiary Agreements — Pulp and Paper Industry Subsidiary Agreements — Economic Regional Development Agreement (ERDA); Subsidiary Agreements: Manitoba — general — Industrial Development Subsidiary Agreement — Interim Water Development and Drought Proofing — Manitoba Northlands Subsidiary Agreement — Northern Development Sub-Agreement — Tourism Subsidiary Agreement — Urban Bus Industries Development — Winnipeg Core Area Tripartite Agreement; Saskatchewan; Subsidiary Agreements: Alberta — general — Alberta North Subsidiary Agreement — Nutritive Processing Assistance Subsidiary Agreement; Subsidiary Agreements: British Columbia — general — Evaluate Northeast Coal and Related Developments Subsidiary Agreements — Industrial Development Subsidiary Agreement — Agricultural and Rural Development Sub-Agreement (ARDSA) — Tourism Industries Development Sub-Agreement (TIDSA); Northwest Territories; Yukon.

RIE/XRO-345 *Formerly Identified as:* RIE-293
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general — evaluation; Industrial and Regional Development Program (IRDP); Defence Industry Productivity Program (DIPP) — general — Research Assistance and Development — Source Establishment Assistance — Capital

Assistance — Marketing Feasibility Study; Shipbuilding Industry Assistance Program (SHIP) — general — subsidy — performance improvement; Industry and Labour Adjustment Program (ILAP) — general — Community-based Industrial Adjustment Program — Industry Specific Restructuring Program; *Special Agricultural and Rural Development Act* (SARDA); Western Transportaion Industrial Development Program (WTID); Native Economic Development Program (NBEDP); Small Business Investment Grant (SBIG); Special Recovery Capital Projects (SRCP); Youth and Summer Job Corp; Prince Edward Island Comprehensive Development Plan; Prince Edward Island Federal Development Management Strategy; New Employment Expansion and Development Program (NEED); Credit Re-Insurance; *Small Business Loans Act* (SBLA); Canadian Industrial Renewal Board (CIRB); Industry and Energy Research and Development (IERD); Program for Export Marketing Development (PEMD); General Development Agreement (GDA).

RIE/XRO-350 *Formerly Identified as:* RIE-294
Tourism
Description: This class contains information on the growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of regional offices located across Canada are listed. *Topics:* Tourism — general; associations, clubs, societies; committees, task forces, working groups; communications, medium and services; companies, corporations, firms; conferences, meetings, symposia; co-operation and liaison; events and attractions; marketing; policy development; research and analysis; tourism development; regional planning and implementation.

RIE/NSP-355 *Formerly Identified as:* RIE-300
DRIE — General
Description: This class includes regional offices activities and involvement with the private and public sectors and other departmental organizations. It also includes published and gathered information relating to Canadian industry that would not be contained in other classes of records. *Topics:* DRIE — general; acts and legislation; associations, clubs, societies; committees; co-operation and liaison; market development; policy development; research and development; economics.

RIE/NSP-360 *Formerly Identified as:* RIE-301
Industrial and Regional Development
Description: This class includes information concerning the production and marketing, nationally and internationally, of Canadian products, and economic development of Canadian industries. *Topics:* Industrial and regional development — general; community development; major projects; manufacturing, processing and service industries.

RIE/NSP-365 *Formerly Identified as:* RIE-302
Programs ITC/DREE
Description: This class contains programs of the former Departments of Industry, Trade and Commerce/Regional Economic Expansion for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; Co-operative Overseas Market Development Program (COMDP); Institutional Assistance Program (IAP): general — Centres of Advanced Technology Program — Industrial Innovation Centres — Industrial Research Association Program — Industrial Research Institutes Program — Technological Innovation Studies Program; Enterprise Development Program (EDP); Magdalen Islands Special area (MISA); Montréal Special Area (MSA); Regional Development Incentives Act (RDIA); Small Business Assistance Program (Prince Edward Island); Support for Technology Enhanced Productivity (STEP); Subsidiary Agreements: general, Newfoundland — general — Community Development Sub-Agreement for Coastal Labrador — Gros Morne Subsidiary Agreement — Industrial Development Sub-Agreement — Phase I Western Newfoundland — Industrial Development Phase II — Inshore Fisheries Development Agreement — Labrador Interim Subsidiary Agreement — Northern Ocean Research and Development Corporation (NORDCO) Subsidiary Agreement — Planning Subsidiary Agreement — Pulp and Paper Mill Modernization — Abitibi — Price — Rural Development Subsidiary Agreement — Special Fish Plant Water Supply — Stephenville Mill Conversion and Reactivation — St. John's Urban Region Subsidiary Agreement — Tourism Subsidiary Agreement; Prince Edward Island; Subsidiary Agreements: Nova Scotia — general — Agriculture Development Subsidiary Agreement — Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement — Energy Conservation Subsidiary Agreement — Forestry Subsidiary Agreement — Halifax Panamax Dry Dock Subsidiary Agreement — Industrial Development Subsidiary Agreement — Metropolitan Halifax/Dartmouth Area Development Subsidiary Agreement — Modernization of Facilities at Sydney Steel Corporation Subsidiary Agreement — Nova Scotia Planning Subsidiary Agreement — Pulp and Paper Modernization Subsidiary Agreement — Strait of Canso Area Development Subsidiary Agreement — Tourism Development Subsidiary Agreement — Economic and Regional Development Agreements (ERDA) — general — Technology Transfer; Subsidiary Agreements: New Brunswick — general — Developing Region Subsidiary Agreements — Modernization of Consolidated Bathurst Inc. Sub-Agreements — Northeastern New Brunswick Sub-Agreement — Pulp and Paper Sub-Agreement — Sulphation Roast Leach — Pilot Plant Sub-Agreement; Subsidiary Agreements: Québec — General — Water Treatment Facilities for Montréal Area — Agricultural Development — Forestry Development — Mineral Development — Transportation Development — Public Infrastructure — Establishment of Newsprint Mill at Amos (1980-83) — Industrial Infrastructure — Modernization of the Pulp and Paper Industry — Airport Industrial and Commercial Park (PICA) — SIDBEC; Subsidiary Agreements: Ontario — general — Eastern Ontario Subsidiary Agreements — Forest Management Subsidiary Agreements — Northeastern Ontario Subsidiary Agreements — Northern Ontario Rural Development Subsidiary Agreements — Pulp and Paper Industry Subsidiary Agreements — Economic Regional Development Agreement (ERDA); Subsidiary Agreements: Manitoba — general — Industrial Development Subsidiary Agreement — Interim Water Development and Drought Proofing — Manitoba Northlands Subsidiary Agreement — Northern Development Sub-Agreement — Tourism Subsidiary Agreement — Urban Bus Industries Development — Winnipeg Core Area Tripartite Agreement; Saskatchewan; Subsidiary Agreements: Alberta — general — Alberta North Subsidiary Agreement; Nutritive Processing Assistance Subsidiary Agreement; Subsidiary Agreements: British Columbia — general — Evaluate Northeast Coal and Related Developments Subsidiary Agreements — Industrial Development Subsidiary Agreement — Agricultural and Rural Development Sub-Agreement (ARDSA) — Tourism Industries Development Sub-Agreement (TIDSA); Northwest Territories; Yukon.

RIE/NSP-370 *Formerly Identified as:* RIE-303
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general — evaluation; Industrial and Regional Development Program (IRDP); Defence Industry Productivity Program (DIPP) — general — Research Assistance and Development — Source Establishment Assistance — Capital Assistance — Marketing Feasibility Study; Shipbuilding Industry Assistance Program (SHIP) — general — subsidy — Performance Improvement; Industry and Labour Adjustment Program (ILAP) — general — Community-based Industrial Adjustment Program — Industry Specific Restructuring Program; *Special Agricultural and*

Rural Development Act (SARDA); Western Transportation Industrial Development Program (WTID); Native Economic Development Program (NBEDP); Small Business Investment Grant (SBIG); Special Recovery Capital Projects (SRCP); Youth and Summer Job Corp; Prince Edward Island Comprehensive Development Plan; Prince Edward Island Federal Development Management Strategy; New Employment Expansion and Development Program (NEED); Credit Re-Insurance; *Small Business Loans Act* (SBLA); Canadian Industrial Renewal Board (CIRB); Industry and Energy Research and Development (IERD); Program for Export Marketing Development (PEMD); General Development Agreement (GDA).

RIE/NSP-375 *Formerly Identified as:* RIE-304

Tourism

Description: This class contains information on the growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of regional offices located across Canada are listed. *Topics:* Tourism — general; associations, clubs, societies; committees, task forces, working groups; communications, medium and services; companies, corporations, firms; conferences, meetings, symposia; co-operation and liaison; events and attractions; marketing; policy development; research and analysis; tourism development; regional planning and implementation.

Records of the Former Department of Industry, Trade and Commerce

Aerospace and Marine Branch

This branch monitors, assesses and assists in the development of government policies on aerospace and marine transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the aerospace and marine transportation industry.

Aerospace and Marine — Generally

Description: This class covers information relating to the branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys, and studies relating to aerospace and marine that would not be contained in other classes of records. *Topics:* Aerospace and marine — generally; associations, clubs and societies; committees, task forces, conferences and meetings; companies, corporations, firms; co-operation and liaison; fairs and exhibitions; industrial co-operation; missions and visits; project studies; promotional projects; sector profiles; statistics; tariffs and duty remissions. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch or Electrical and Aerospace Branch of DRIE.

Industrial Development

Description: This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the aerospace and marine transportation equipment manufacturers. *Topics:* Programs — generally; Canadian content (marine); Defence Industry Productivity (DIP); Defence Development and Production Sharing Program (DDPSP); Enterprise Development Program (EDP); Income Tax Act (Marine); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Ship Construction Subsidy Regulations (SCSR); Shipbuilding Industry Assistance Program (SIAP); Shipbuilding Industry Assistance Program Construction (SIAPC); Shipbuilding Industry Assistance Regulations (SIAR); Shipbuilding Temporary Assistance Program Regulations (STAPR); Make or Buy Program (unsolicited proposals). *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch or Electrical and Aerospace Branch of DRIE.

Aerospace Industries

Description: This class covers information relating to the development of government policies on the aerospace industry, and the planning and execution of services designed to promote the establishment, improvement, efficiency, export and market development, and general economic growth of the aerospace industry. *Topics:* Aerospace — generally; industry sector policy; aerospace task force; markets; new fighter aircraft; long range patrol aircraft. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch of DRIE.

Marine Industries

Description: This class covers information relating to the development of government policies on the marine industry, and the planning and execution of services designed to promote its establishment, improvement, efficiency, export market development and general economic growth. *Topics:* Marine industries — generally; markets; ocean industries; ships and components; Canadian patrol frigate. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial and Regional Benefits Branch or the Automotive, Marine and Rail Branch of DRIE.

Shipbuilding Assistance Review Group

Description: This class covers information relating to the development of a new Shipbuilding Industry Assistance Program. *Topics:* Shipbuilding Industry Assistance Program — generally; consultations; projects and studies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch of DRIE.

Business Opportunities Sourcing System Directorate Branch

The branch was established to serve industry by compiling a comprehensive list of Canadian companies and their products with the objective of replacing imports and expanding exports. These are in addition to financial and administrative records listed in the Standard Classes of Records section of the Access Register.

Business Opportunities Sourcing System

Description: This class covers information relating to Canadian companies and their products, Dun and Bradstreet reports, and general correspondence. *Topics:* Canadian companies and products. *Special Access Note:* Portions, or all, this class of records can now be found in the Market Development Branch of the Department of Regional Industrial Expansion.

Canadian Government Office of Tourism (CGOT)

The main objective of the CGOT is to sustain the orderly growth of tourism in Canada. This is achieved by promoting travel to and within Canada and developing tourism markets through the activities of officers located in the Department of External Affairs posts abroad and ITC regional offices in Canada; and by assisting in the development and improvement of the Canadian tourism industry. These functions are performed with a maximum of co-ordination of federal, provincial and private sector activities bearing on tourism. The following branches report to the assistant deputy minister of Tourism.

Tourism Marketing Branch

The branch promotes travel to Canada from other countries, travel within Canada by Canadians, and co-ordinates its activities with those of the provinces and territories and the private sector. It provides a focal point for the co-ordination of Canadian public and private sector tourism marketing activities. The branch uses a complex marketing program to both identify the tourism market and to create further demand within the market. It carries out a full range of tourism marketing activities directly from headquarters, and works closely with market development and promotion officers at various posts abroad and at ITC regional offices in Canada.

Tourism Development Branch

The branch promotes growth and improvement in Canadian tourist attractions, facilities and services and helps them to remain competitive in attracting, receiving and catering to the needs of visitors. It analyzes the tourism industry's strengths and weaknesses and, together with private industry and the federal and provincial governments, strives to improve the efficiency and effectiveness of the industry.

The branch consults with regional tourism development officers located across Canada on a continuous basis to ensure that both national and regional tourism development objectives are being met to the fullest extent possible.

Tourism
Description: This class covers information relating to the Canadian Government Office of Tourism's activities and involvement with the public and private sectors, including other government departments and foreign countries, that would not be contained in other classes of records. *Topics:* Tourism — generally; co-operation and liaison; committees; complaints; make-work programs; organizations and associations; trade agreements, negotiations and treaties; companies, corporations and firms; visiting college students. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Advertising and Direct Mail
Description: This class covers information relating to the advertising of Canada as a tourism destination both in Canada and throughout the world, including advertising campaigns, research and agencies used to promote Canada. *Topics:* Advertising — generally, ad proofs, agencies, campaigns research, solicitations; direct-marketing — generally, campaigns, evaluation, finance, partners, suppliers. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Communications, Media and Services
Description: This class covers information relating to the development, production and distribution of material used in promoting Canada. *Topics:* Communications, media and services — generally; editorials; films; photographs, slides and transparencies; publications; travel information services. *Special Access Note:* The films themselves are part of the National Film Board Tourism File Program and available through the NFB; photographs, slides and transparencies are kept by the Promotional Production Section of the Canadian Government Office of Tourism. Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Industry Policy Development
Description: This class covers information relating to the development of a national tourism policy in conjunction with other federal and provincial government departments and the tourism industry in Canada. *Topics:* Industry policy development — generally; energy; national tourism plan; industry consultative task force. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Marketing — Generally
Description: This class covers information relating to activities and involvement as they relate to the development of federal and provincial marketing plans for tourism. *Topics:* Marketing — generally; marketing plans; activity forecasts. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Marketing Programs and Promotions
Description: This class covers information relating to programs and promotions designed to make the travel trade and the media aware of what Canada offers as a tourist destination, and increase Canadians' awareness of the value of tourism. *Topics:* Programs and promotions — generally; attitude and awareness; co-op advertising; consortia product launch; familiarization tours; local direct marketing; meetings and incentives travel promotions; Rendez-vous Canada; shows, seminars, conferences and events; Visit Canada Program; package tour development; merchandising aid and display material; Canada Marketing Assistance Program (CANMAP). *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Research and Analysis
Description: This class covers information relating to the collection of economic and market data and statistics required for tourism planning and policy formulation. *Topics:* Research and analysis — generally; committees; information request/mailing lists; tourism facilities inventories; tourism futures; tourism industry performance; travel/travellers and non-travellers. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Tourism Development — Industry Evaluation and Improvement
Description: This class covers information relating to the evaluation and improvement of the tourism industry in Canada. *Topics:* Industry evaluation and improvement — generally; accommodation; manpower education and training; transportation. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Tourism Development — Regional Planning and Implementation
Description: This class covers information relating to the activities designed to stimulate the growth of the tourism industry in those regions of Canada designated for economic and industrial development. *Topics:* Regional planning and implementation — generally; provinces and projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Government Office of Tourism of DRIE.

Canadian Industrial Renewal Board

The board was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries, to renew the economic base of communities heavily dependent on those industies, and to help workers affected by the liberalization of world trade in these commodities and by the rationalization process. The board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

Under CIRB programs, all textile, clothing and footwear firms in Canada are eligible for financial assistance for restructuring and modernization, for the establishment of common services, and for mergers and acquisitions. Other types of businesses in designated communities can also benefit from CIRB assistance for modernization, expansion and restructuring. As well, assistance to establish new businesses in designated communities is available. Assistance is provided in the form of loans, loan insurance and contributions.

A special package of labour adjustment programs, administered by the Canada Employment and Immigration Commission, is also

available for laid-off textile, clothing and footwear workers within the CIRB program framework.

Canadian Industrial Renewal Board — Generally
Description: The class contains information on the activities and functions of the Canadian Industrial Renewal Board, including correspondence on the board of directors and board meetings. *Topics:* Canadian Industrial Renewal Board (CIRB) — generally; committees; conferences, meetings, seminars; board of directors. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Policy, Planning and Public Relations
Description: This class has information on the planning and policy activities of the Canadian Industrial Renewal Board (CIRB), including the determination of the efficiency of the program and public relations activities. *Topics:* Policy, planning and public relations — generally; board of directors meetings; regulations; multiyear operational plan; budget; community development strategy; designated communities; sector and subsector strategies; manpower adjustment programs; industrial adjustment strategy; communications and public relations; federal/provincial relations; unions; associations — generally; consumer associations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Sector Firms
Description: This class contains records relating to the delivery of the programs administered by the Canadian Industrial Renewal Board (CIRB) to firms in the textile, clothing and footwear sectors applying for assistance. *Topics:* Sector firms — generally; associations; board of directors meetings; companies, corporations, firms; consultants; co-operation and liaison — federal government departments and agencies; sector profiles; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Economic Development and Industrial Promotion
Description: This class contains information on the economic development of designated communities, the promotion of local firms in designated communities, as well as those firms wishing to relocate in these communities. Also included are co-operation and liaison activities with labour forces, unions and municipalities. *Topics:* Economic development and industrial promotion — generally; committees, conferences, meetings; press clippings and releases; program context and preoccupations; program recipients; program activities; community data system; community profiles; consultants. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Chemicals Branch

This branch monitors, assesses and assists in the development of government policies on chemicals; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the chemicals industry.

Chemicals
Description: This class covers information relating to the branch's activities and involvement with various associations and organizations in the public and private sectors, including federal, provincial and foreign governments, as well as participation in trade fairs and missions, that would not be contained in other classes of records. *Topics:* Chemicals — generally; companies; governments; fairs, missions and industrial co-operation; organizations; policy and special issues; standards; tariffs and remissions. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Products
Description: This class covers information relating to the product development and marketing of chemical products on a national and international basis, and the general economic development of the Canadian chemicals industry, including studies and analysis of the chemicals industry. *Topics:* Products — generally; health care products; industrial chemicals; plastics, rubber and chemical specialties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Programs
Description: This class covers information relating to branch activities and involvement as they relate to government assistance to the chemical industry in Canada in the form of grants, loans and contributions. *Topics:* Programs — generally; Defence Industry Productivity Program; Enterprise Development Program; Industry and Community Related Development Program; unsolicited proposals; Program for the Advancement of Industry Technology; Program for Export Market Development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment of DRIE.

Communications Branch

The branch relays information about programs, policies and activities to the public through news releases, specialized promotional services and advertising. As well, the Directorate performs the role of communication advisor during the formulation of departmental policy initiatives. It is also responsible for the licensing opportunities activities of the department. This class is in addition to records listed in the Standard Classes of Records section of the Access Register.

Licensing Opportunities — Generally
Description: This class covers information on manufacturing opportunities pursued, offered and received generally, and manufacturing opportunities evaluated and promoted individually to selected parties, or included in a publicity medium (New Products Bulletin), as well as technology transfer methods and industrial property protection. *Topics:* Licensing opportunities — generally; domestic; foreign; new products bulletin. *Special Access Note:* Portions, or all, of this class of records can now be found in the Communications Branch of DRIE.

Corporate Analysis Branch

The branch serves as the financial and economic analysis centre for the evaluation of industrial development projects. Emphasis is placed on analytical requirements of the Enterprise Development Program, the Defence Industry Productivity Program and the Shipbuilding Industry Assistance Program. It measures and evaluates the financial and economic implications of major departmental initiatives in the industrial development area, as they relate to departmental programs.

Corporate Analysis Branch — Generally
Description: This class covers information relating to branch involvement and activities with the public and private sectors regarding economic analysis and evaluation of industrial development issues. These are of a general nature and not specific to the program class of records. *Topics:* Corporate Analysis Branch — generally; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

Programs
Description: This class covers information relating to business and economic evaluations of proposals by companies for assistance under one of the incentive programs identified in the subject topics. *Topics:* Enterprise Development Program; Defence Industry Productivity

Program; Shipbuilding Industry Assistance Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

Corporate Financial and Systems Branch

The branch is responsible for the management of the corporate financial functions of the Department by establishing, maintaining and operating systems of financial administration to ensure adherence to the pertinent statutory and regulatory requirements of Parliament, Cabinet committees and central agencies, as well as departmental operating and managerial requirements for financial visibility, control and accountability. In addition, the branch is responsible for the integration, development and establishment of computer based corporate management information systems.

These classes are in addition to financial and administrative records listed in the Standard Classes of Records section of the Access Register.

Corporate Systems — Generally
Description: This class contains information on branch involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments, as well as the activities relating to the Business Opportunities Sourcing System, that would not be contained in other classes of records. *Topics:* Corporate systems — generally; acts and legislation; associations, committees, organizations, institutes and societies; conferences and meetings; co-operation and liaison; reports and statistics; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Computer Services Branch or Market Development Branch of DRIE.

Computer Based Systems
Description: This class covers information relating to the development, integration and operations of computer based management information systems. *Topics:* Data administration. *Special Access Note:* Portions, or all, of this class of records can now be found in the Computer Services Branch of DRIE.

Corporate Resource Management Branch

The branch is responsible for the departmental resources allocation system and the provision of advice and recommendations to senior management (deputy minister, assistant deputy ministers) respecting allocation and reallocation of resources.

These are in addition to administrative and financial records listed in the Standard Classes of Records section of the Access Register.

Management Improvement and Resource Utilization
Description: This class covers information relating to specific performance measurement systems established for the various departmental programs. *Topics:* Performance measurement — generally; branches; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Management Branch of DRIE.

Design Canada

This organization is responsible for providing professional and administrative resources necessary to the National Design Council, analyzing and developing policies and programs that have implications for design and new product development in Canadian industry, providing assistance to associations and organizations from the public and private sectors on design proposals and projects, and managing the design assistance programs.

Fairs, Exhibitions, Missions and Visits
Description: This class covers information relating to the promotion of Canadian design through the media of fairs, exhibitions, missions and visits. *Topics:* Fairs and exhibitions; missions and visits. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

Design (Industrial and Product)
Description: This class covers information relating to the development of industrial and product design policies, the branch's involvement with the National Design Council, the managing of design assistance programs, as well as design information and education. *Topics:* Design policy; design awards and competitions; design advisory service; private sector involvement and/or sponsorship in design; special projects; committees; National Design Council; design extension provincial; programs; scholarships; design talent utilizations; design education; grants; lectures and seminars by Design Canada; operations and directorate; case histories; seminars and workshops. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

Research, Surveys and Development
Description: This class covers information relating to industry studies, as well as departmental grants, loans and contibutions programs designed to assist in the development and marketing of Canadian products. *Topics:* Research, surveys and development — generally; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

General and Services
Description: This class covers information relating to branch activities and involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments. *Topics:* Associations; committees; conferences; companies; governments. *Special Access Note:* Portions, or all, of this class of records can now be found in the Awards and Design Directorate of DRIE.

Electrical and Electronics Branch

This branch monitors, assesses and assists in the development of government policies on the electrical and electronics industry and plans; and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the electrical and electronics industries.

Procurement and Purchases
Description: This class covers information relating to branch activities as they relate to procurement and purchasing policies and procedures of the federal government, to ensure that industrial benefit to Canada is achieved when awarding major government contracts in the electrical and electronics industries. *Topics:* Procurement and purchases — generally; aircraft — industrial benefit; communications — industrial benefit; computer and microelectronic — industrial benefit; navigational systems; North Atlantic Treaty Organization — industrial benefit; office machines; rationalization program; ships and shops' systems; simulators; surveillance and control systems; vehicles. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Automotive, Marine and Rail Branch or Machinery and Electrical Equipment Branch of DRIE.

Electrical and Electronics — Generally
Description: This class covers information relating to branch activities and involvement with the public and private sectors, other departmental organizations, and foreign countries. It includes published and gathered statistics on the electrical and electronics industry that would not be contained in other classes of records. *Topics:* Co-operation and liaison — federal and provincial governments; organizations and associations; technology; standards;

statistics; multilateral trade negotiations; tariffs and trade. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Industrial Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of the Canadian manufacturing and processing sectors of the industry; and to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies — generally; programs — generally; Defence Industry Productivity Program; Defence Development Sharing Program; Industry Modernization for Defence Export Program; defence industry research; Enterprise Development Program; General Adjustment Assistance Program; Industrial Design Assistance Program; Make or Buy Program; Microelectronics Support Program; Program for the Advancement of Industrial Technology; Program for Export Market Development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Industrial Policy Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy), and electrical and electronics issues, including data relating to export control. *Topics:* Horizontal issues; COCOM; space industry restructuring; electrical and electronics; electrical profiles; electronics profiles. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Marketing
Description: This class covers information relating to branch activities and involvement as they relate to the assistance given to Canadian firms in the marketing of their equipment, products and systems. *Topics:* Marketing — generally; economic intelligence reports; promotional projects; fairs and missions; missions and visits; products; industrial co-operation; projects. *Special Access Note:* Portions, or all, of this class of records con now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Financial Policy and Liaison Branch

The branch co-ordinates policy and liaison with Crown corporations, agencies and financial institutions in the private sector. It is responsible for the development and co-ordination of advice on the financial implications of policies and programs across the Department.

Financial Policy and Liaison — Generally
Description: This class covers information relating to branch activities and involvement with various associations, organizations and firms from the public and private sectors, as well as activities with other sectors of Industry, Trade and Commerce which are not contained in other classes of records. *Topics:* Financial policy and liaison — generally; acts and legislation; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison: companies, corporations and firms, federal and provincial; corporate finance and analysis. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of DRIE.

Domestic Financial Institutions and Markets
Description: This class covers information relating to the activities of Canadian financial institutions and the analysis and review of investment and financial markets. *Topics:* Financial institutions — generally; Canada Development Corporation; Canadian chartered banks; economic development; Federal Business Development Bank; financial markets; investment. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of DRIE.

Export Promotion and Financing
Description: This class covers information relating to foreign and domestic institutions, including government programs, providing export promotion and financing facilities. *Topics:* Export promotion and financing — generally; Canadian; countries; export financing studies; foreign; international arrangements. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Branch of DRIE.

Official Development Assistance and International Financial Institutions
Description: This class covers information relating to international organizations and associations whose work affects export promotion and financing. *Topics:* Official Development Bank; Asian Development Bank; Canadian International Development Agency (CIDA); Caribbean Development Bank; Commonwealth Secretariat; Inter-American Development Bank; Organization for Economic Co-operation and Development (OECD); United Nations; World Bank Group. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Sector Branch of DRIE.

Food Branch

This branch monitors, assesses and assists in the development of government policies on agriculture, fisheries and food products; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the agriculture, fisheries and food industries.

Agriculture, Fish and Food Products — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from both the public and private sectors and other countries as well as missions and visits, trade fairs and market survey data that would not be contained in other classes of records. *Topics:* Agriculture, fisheries and food products — generally; agricultural intelligence; agricultural reporting; associations, clubs, societies; energy conservation and reduction; fairs and missions; food industry; market surveys; missions and visits; tariffs; trade agreements, negotiations, treaties; transportation; food and agricultural organization (FAO). *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Agricultural Products
Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural products, including world market situations and the general economic development of the Canadian agricultural industry. *Topics:* Agriculture and agricultural products — generally; agricultural products; feeds; fresh fruits; fresh vegetables; pulses; seeds; tobacco. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Fisheries and Fish Products
Description: This class covers information relating to the production and marketing on a national and international basis of fish products, including world market situations; and the general economic development of the Canadian fisheries and fish products industry. *Topics:* Fisheries and fish products — generally; aquaculture; companies; foreign countries; fresh water species; groundfish; industrial fishery producers; marine mammals; marine plants — algae; pelagic species; provinces; roes, caviar; salmonids; sharks, swordfish; shellfish. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Grocery Products
Description: This class covers information relating to the production and marketing of grocery products on a national and international basis, including marketing situations and the general economic development of the grocery products industry in Canada. *Topics:* Grocery products — generally; baked goods; beverages; fruits and vegetables; grain-based products; international commodities; processed foods. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Livestock, Meat and Dairy Products
Description: This class covers information relating to the production and marketing of livestock, meat and dairy products on a national and international basis, inculding world market situtations, as well as regulations on the importing and exporting of livestock, and the general economic development of this industry in Canada. *Topics:* Livestock, meat and dairy products — generally; dairy products; fur products; livestock; meat; poultry. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Programs
Description: This class covers information relating to the grants, loans and contributions programs designed to assist the agriculture, fisheries and food products industries in the development and marketing of their products. *Topics:* Programs — generally; Agriculture and Food Products Market Development Assistance Program (AGMAP), Enterprise Development Program (EDP); Industrial Energy Research and Development Program (IERD); Industry and Labour Adjustment Program (ILAP); Program for Advancement of Industrial Technology (PAIT); Program to Enhance Productivity (PEP); Program for Export Market Development (PEMD); programs for other departments — generally; programs of other departments: Department of Regional Economic Expansion. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment of DRIE.

Import Analysis Directorate

The directorate is the focal point for in-depth analysis of import replacement opportunities which involves the gathering and analysis of import data and related material on foreign competition and foreign marketing practices. It is responsible for the production of detailed analyses of imports for individual companies and ITC as required by the *ITC Act*. There is close contact with industry associations and organizations and private companies, as well as provincial governments and their industrial development organizations, other federal departments and industry sector branches of ITC.

Import Analysis Directorate — Generally
Description: This class covers information relating to the gathering of import data and correspondence with companies relating to reports and statistics of individual commodity imports, and the identification of import replacement opportunities as required by the *Industry, Trade and Commerce Act*. *Topics:* Company files (arranged alphabetically); projects (arranged by statistics commodity codes). *Special Access Note:* Portions, or all, of this class of records can now be found in the Market Development Branch of DRIE.

Machinery Branch

This branch plans, develops, assesses and executes policies, programs and services designed to promote the establishement, improvement, efficiency, export market development and general economic development of the machinery industry.

Procurement and Purchases
Description: This class covers information relating to branch activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the machinery industry. *Topics:* Procurement and purchases — generally. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Machinery — Generally
Description: This class covers information relating to branch activities and involvement with the public and private sectors, and federal, provincial and foreign governments. It also includes studies, standards, statistics and trade agreements for the machinery industry that would not be contained in other classes of records. *Topics:* Machinery — generally; co-operation and liaison; committees; organizations and associations; standards; studies; statistics; tariffs; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Industrial Development
Description: This class covers information relating to branch activities and involvement relating to the development of the Canadian sector of the machinery industry, and to government incentives and assistance for Canadian firms in the form of grants, loans, contributions and write-offs. *Topics:* Industrial development — generally; companies; programs — generally; energy conserving equipment — class 34; Enterprise Development Program; foreign investment — reviews and assessments; Industrial Design Assistance Program; industrial technology; Program for Enhanced Productivity; Program for Export Market Development; Regional Economic Development Program; Shipbuilding Industry Performance Improvements Program; Unsolicited Proposals Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Industrial Policy Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy) and on the machinery industry. *Topics:* Industrial policy development — generally; economic intelligence; horizontal issues; industry sector profiles; machinery industry (vertical issues); nuclear power. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Trade Development
Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade development — generally; fairs and exhibitions; missions and visits; industrial co-operation; equipment and machinery. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Machinery and Equipment Advisory Board — Generally
Description: This class covers information relating to applications by importers to the Machinery and Equipment Advisory Board for duty remission on the importation of machinery equipment which is not available from production in Canada, as well as information from Canadian companies regarding various types of machinery and equipment they make in Canada. *Topics:* Machinery and Equipment Advisory Board — generally; application for duty remission; machinery and equipment made in Canada. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Emergency Planning
Description: This class covers branch activities relating to preparation of plans and arrangements for exceptional measures to mitigate the adverse effects of an imminent or actual emergency. *Topics:*

Documents and planning. *Special Access Note:* Portions, or all, of this class of records can now be found in the Emergency Planning Branch of DRIE.

Machinery and Equipment Advisory Board

The board program entails a twofold approach to encourage the expansion and efficiency of Canadian manufacturing by providing a reasonable measure of tariff protection to machinery manufacturers, and enabling users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

Machinery and Equipment Advisory Board — Generally
Description: This class covers information relating to the development and operating guidelines of the machinery program. It also includes material relating to the receipt and control of applications for remission of duty under the machinery program. *Topics:* Machinery and Equipment Advisory Board — generally; guidelines; remission program; submission control; surveys and studies; applications for remission of duty. *Special Access Note:* Applications for remission of duty are microfilmed and filed alphabetically. Portions, or all, of this class of records can now be found in the Machinery Equipment Advisory Board of DRIE.

Office of Industrial and Regional Benefits

The office is responsible for analyzing the requirements of major projects (those with a value in excess of $100 million) for goods and services, and advising government as to the policies to a competitive basis. It also provides staff support to the Committee on Industrial and Regional Benefits. This committee deals with major projects owner/sponsors to encourage them to provide full, fair and competitive access for Canadian companies to the requirements for goods and services.

Procurement and Purchases
Description: This class covers information relating to the activities of the Office of Industrial and Regional Benefits as they relate to industrial development benefits from major project activity in both the private and public sectors. *Topics:* Procurement and purchases — generally; industrial and regional benefits — generally; industrial and regional benefits — companies; industrial and regional benefits — co-operation and liaison; industrial and regional benefits — projects; task force on industrial and regional benefits from major projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial and Regional Benefits Branch of DRIE.

Office of Policy Analysis

The office conducts various policy and analytical studies in support of the Department's aims and objectives. It consists of three components, all of which share common classes of records.

Trade and Structural Analysis Directorate

This directorate is responsible for carrying out in-depth analytical projects relating to international economics and industrial development issues. The studies focus on the impact of these areas on the structure of the Canadian economy and associated medium-term economic policy. Special attention is given to the analysis of energy developments, new trading relationships and the sectoral development of the Canadian economy. The directorate represents DRIE in a number of international and inter-departmental organizations.

Economic Intelligence Directorate

The directorate is responsible for the analysis and assessment of short-term economic developments, both in Canada and in the world at large. It provides regular written and oral briefings and reports on these developments to the ministers, policy committee and other departmental units.

Micro Economic Analysis Directorate

The directorate provides the Department with economic and statistical analysis of selected major issues. The analysis focuses on selected labour market and industrial adjustment problems, technological change, research and development issues and the nature and function of multi-national enterprises, as well as the broad issues raised by foreign ownership and control. The directorate is responsible for conducting the bi-annual surveys of capital investment intentions and the Foreign-Owned Subsidiaries Survey. The directorate also co-ordinates the departmental position on major statistical issues and problems.

Economic Policy and Analysis — Generally
Description: This class covers information relating to branch activities and involvement with the public and private sectors, including other departmental organizations, that would not be contained in other classes of records. *Topics:* Economic policy and analysis — generally; companies, corporations, firms; corporation returns survey; Inter-departmental Committee on Trade and Industrial Policies; political and national issues; program evaluation; studies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Databases and Information Systems
Description: This class covers information relating to branch activities and involvement in the development and operation of databases and information systems. *Topics:* Databases and information systems; computer services and consultants; data banks; International Trade Data Bank; models — Canadian, international and Industry, Trade and Commerce; Micro Studies Project; Federal Labour Incentives Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Economy
Description: This class covers information relating to reviews and surveys by the branch of national and international economic issues and their implication for the Department's policies. *Topics:* Economy — generally; economic situation and outlook; inflation; investment; capital investment survey; productivity and competitiveness; regional development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Government Policies
Description: This class covers information relating to branch activities and involvement with government-wide policy issues as they affect industrialization and trade matters. *Topics:* Government policies — generally; competition; energy; fiscal; income (wage and price controls); manpower and employment; science and technology. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Industrial Development
Description: This class covers information relating to branch reviews and studies of Canada's industrial development policies and strategies. *Topics:* Industrial development — generally; incentives and disincentives; industrial support programs; Enterprise Canada — 77; industries studies/information; textile and clothing industry; post quota clothing and footwear prices; resource upgrading. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

International Issues
Description: This class covers information relating to international trade, development and co-operation matters such as markets, agreements, negotiations, treaties, tariffs as identified in the subject topics. *Topics:* International relations; trade agreements, negotiations,

treaties; export programs; organization for Economic Co-operation and Development; General Agreement Trade and Tariff (GATT); Multilateral Trade Negotiations (MTN); multinational enterprises; tariffs.

Office of Policy Co-ordination

The objective of the office is to ensure the various policy and program proposals for consideration by the Minister of DRIE are adequately formulated, co-ordinated, and integrated into a coherent set of initiatives departmentally, within the framework of the government's overall economic development, policy direction, and priorities. It supports the departmental policy committee in the drafting, formulation and recommendation of policies and programs concerned with international trade and recommendation of policies and programs concerned with international trade and industrial/regional development. It also prepares the departmental strategic plan identifying key industrial development policy issues and advises senior management on regional and federal/provincial concerns. The office is composed of three directorates: Trade and Industrial Policy, Regional Policy and General Policy.

Trade and Industrial Policy

This directorate is responsible for the formulation, co-ordination, and integration of various departmental trade and industrial development policies and strategies. It focuses on sectoral manufacturing strategies and projects.

Regional Policy

This directorate is responsible for the formulation, co-ordination and integration of the regional dimensions of departmental industrial and trade policies, and for the co-ordination of departmental policies and strategies with the regional economic development policies of the Department of Regional Industrial Expansion, and central agencies concerned with policy matters.

General Policy

This directorate is responsible for the formulation, co-ordination and integration with the national industrial and trade policy framework, of departmental activities concerned with the complex of industrial development policy issues related to resource industries and energy development, and with industrial innovation.

General Policy
Description: This class covers information relating to the planning, development and co-ordination of policies within DRIE. *Topics:* Strategic planning; industrial innovation; industrial and regional benefits; shipbuilding; export financing; government procurement; energy related issues; resource industries policies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Trade and Industrial Policy
Description: This class covers subjects relating to the formulation and recommendation of policies dealing with trade or industrial development. *Topics:* Industrial development policies; sectoral manufacturing strategies and projects; Industrial Opportunities Program; small business; trade strategy. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Regional Policy
Description: This class covers subjects and issues relating to the development of policies and strategies at the regional or federal-provincial level. *Topics:* Regional development policies and strategies; provincial industrial policies; federal-provincial policies; common market issues; locational investment issues. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Office of Regional Affairs

Through its regional office network, this office provides a focal point for the co-ordination and management of the overall departmental dealings with provincial governments in the industrial development, trade and tourism areas, and with federal departments and agencies primarily concerned with regional economic development and industrial diversification. The function is primarily one of advice, co-ordination, liaison and consultation.

The office provides operational guidance and administrative support to the department's ten regional offices located throughout Canada. These offices provide a wide range of trade and industrial assistance to Canadian industry, and are focal points for the Department's relations with the provinces. Regional offices provide information on the full range of DRIE programs to the industries in their regions and administer the programs locally. In addition, the offices give information and advice on domestic and export market possibilities, and offer general assistance to Canadian industry for the expansion of trade and tourism.

Each regional office and DRIE headquarters in Ottawa maintains a Business Information Centre. These centres provide a regional source of information on all federal and provincial government programs and services available to Canadian industry.

Office of Regional Affairs — Generally
Description: This class covers information relating to the development of manufacturing and processing sectors, assistance and incentives for research, development, productivity, marketing, tourism, as well as co-ordination of trade development in the private sector, as they relate to federal/provincial concerns. *Topics:* Office of Regional Affairs — general; committees, task forces and working groups; co-operation and liaison federal/provincial departments and agencies — general; provincial affairs — general; economic development — general; Canadian industry policy development; programs — general, provincial development; provincial industrial development; trade development — general; export-import market enquiries; trade promotion. *Special Access Note:* Portions, or all, of this class of records can now be found in the Corporate Co-ordination Bureau of DRIE.

Office of Service Industries — Distribution Services Branch

The branch is responsible for the formulation and implementation of policies and programs affecting the domestic and international economic environment. It provides for the examination of the distribution system which moves all consumer and industrial goods from manufacturer to consumer. It maintains an in-depth knowledge base of these sectors and is involved in commercial policy and strategy formulation, commercial development, international trade regulations, and domestic and international market development.

Distribution Services Branch — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, including other governmental organizations, that would not be contained in other classes of records. *Topics:* Distribution services — generally; acts and legislation; associations, committees, organizations, institutes, societies; conferences and meetings; co-operation and liaison; reports and statistics; trade agreements, tariffs and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

Distribution and Services

Description: This class covers information relating to research and development and marketing on behalf of Canada's distributive trades, such as trading houses, franchising and the automotive aftermarket, and promotion of more effective use of these and other marketing channels by Canadian manufacturing and trade. *Topics:* Automotive aftermarket; franchising; trading house; warehousing. *Special Access Note:* Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

Programs
Description: This class covers information relating to assistance and incentives for research development, productivity and marketing in the private sector. *Topics:* Programs — generally; program for Export Market Development (PEMD). *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

Wholesale and Retail
Description: This class covers information relating to representation of wholesale and retail industry interests in the development and implementation of government policies; research and development and marketing support to the wholesale and retail industry in Canada; and improvement of the exchange of product/market intelligence among Canadian retailers, wholesalers, manufacturers and primary producers. *Topics:* Wholesale and retail — generally; general merchandising; drugs; food.

Office of Service Industries — Transportation Services Branch

The branch is responsible for the analysis of, and participation in, the formulation of international and domestic policies affecting physical distribution and transportation policy. It determines the appropriate balance necessary to protect the interest of shippers, while supporting the viability of and identifying trade opportunities for the Canadian transportation service industry. It also maintains an in-depth knowledge base of these sectors and is involved in industrial policy and strategy formulation and industrial development.

Transportation Services — Generally
Description: This class covers information relating to branch activities and involvement with federal and provincial government departments and foreign countries, as well as information on the transportation and distribution costs of commodities that would not be contained in other classes of records. *Topics:* Commodities; countries; government departments and agencies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Services Industries Branch of DRIE.

Air Transportation
Description: This class covers information relating to the formulation and implementation of domestic air transport policies; assistance to the business community and governments concerning legislative and regulator changes in air transportation and in resolving rates and services problems. *Topics:* Air transportation — generally; companies and associations; international organizations; programs; projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Services Industries Branch of DRIE.

Marine Transportation
Description: This class covers information relating to the formulation and implementation of international and domestic marine transport policies; assistance to the business community and governments concerning legislative and regulatory changes in marine transportation and in resolving rates and services problems. *Topics:* Marine transportation — generally; Canadian port facilities; companies and associations; international organizations; programs; projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Services Industries Branch of DRIE.

Multimodal Transportation
Description: This class covers information relating to the formulation and implementation of international and domestic policies on multimodal transportation; assistance to the business community and governments concerning legislative and regulatory changes in multimodal transportation and in resolving rates and services problems. *Topics:* Multimodal transportation — generally; companies, associations and universities; international organizations; programs; projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of DRIE.

Rail Transportation
Description: This class covers information relating to the formulation and implementation of international and domestic policies on rail transportation; assistance to the business community and governments concerning legislative and regulatory changes in rail transportation and in resolving rates and services problems. *Topics:* Rail transportation — generally; companies and associations; international organizations; programs; projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of DRIE.

Road Transportation
Description: This class covers information relating to the formulation and implementation of international and domestic road transport policies; assistance to the business community and governments concerning legislative and regulatory changes in road transportation and in resolving rates and services problems. *Topics:* Road transportation — generally; companies and associations; international organizations; programs; projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of DRIE.

Office of Service Industries — Construction and Consulting Services

This branch monitors, assesses and assists in the development of government policies on the construction and consulting services industries, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of these industries.

Procurement and Purchases
Description: This class covers information relating to branch activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the construction and consulting services industries. *Topics:* Procurement and purchases — generally. *Special Access Note:* Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

Construction and Consulting Services — Generally
Description: This class covers information relating to branch activities and involvement with the public and private sectors, other departmental organizations and foreign countries. It includes standards, statistics and trade agreements for these industries that would not be contained in other classes of records. *Topics:* Construction and consulting services — generally; co-operation and liaison; organizations and associations; standards; statistics; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

Industrial Development
Description: This class covers information relating to branch activities and involvement relating to the development of industrial sectors and

to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies; programs; Regional Economic Expansion Program; Enterprise Development Program; Program for Export Market Development; research and planning. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Service Industries Branch of DRIE.

Industrial Policy Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on sectoral and horizontal issues. *Topics:* Industrial policy development — generally; industry sector profiles; Construction Industry Development Council — task forces. *Special Access Note:* Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

Trade Development
Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade development — generally; construction contractors; consulting and engineering services; fairs, exhibitions, missions and visits; industrial co-operation. *Special Access Note:* Portions, or all, of this class of records can now be found in the Service Industries Branch of DRIE.

Programs Branch

The branch is responsible for the overall central management and control of the majority of the the Department's funded programs, including the Interfirm Comparison Program, which is aimed at assisting individual companies in improving their productivity and profitability by identifying their relative strengths and weaknesses in comparison with others. It provides budgeting, evaluation and monitoring services for the programs, and gives detailed financial and economic evaluation assistance to organizational units engaged in program administration.

Programs — Generally
Description: This class covers information relating to branch activities and involvement with organizations and associations in the public and private sectors, and federal and provincial governments. It includes statistics and reports that would not be contained in other classes of records. *Topics:* Programs — generally; associations and organizations; co-operation and liaison; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Defence Industry Productivity Program
Description: This class covers information relating to branch activities as it relates to the management and control of the Defence Industry Productivity Program. *Topics:* Defence Industry Productivity Program — generally; research and development — generally; research and development — projects; industry modernization for defence export — generally; industry modernization for defence export — projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Planning and Control Branch of DRIE.

Enterprise Development Program
Description: This class covers information relating to branch activities as it relates to the management and control of the Enterprise Development Program. *Topics:* Enterprise Development Program — generally; co-operation and liaison; legal matters; policy and procedures; program audit and evaluation; project files; reports and statistics; EDP board, panel; central board; Industry and Community Development Panel; innovation panel; microelectronics panel; regional boards. *Storage Medium:* Microfilm. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Interfirm Comparison and Productivity Improvement
Description: This class covers information relating to branch involvement and activities with the public and private sectors regarding productivity improvement and that are not specific to the industry comparison class of records. *Topics:* Interfirm comparison and productivity improvement — generally; associations, committees, institutes, organizations, societies; co-operation and liaison; productivity. *Special Access Note:* Portions, or all, of this class of records can now be found in the Market Development Branch or Program Development and Operations Branch of DRIE.

Industry Comparisons
Description: This class covers information relating to reports and studies of groups of companies comparing their overall performance with their competitors, thereby enabling them to improve their productivity and competitiveness. *Topics:* Industry comparisons — generally; agriculture, fisheries and food products; chemicals; construction and consulting services; electrical and electronics; grains marketing; machinery; resource industries; textile and consumer products; transportation. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Program for Export Market Development
Description: This class covers information relating to branch activities as it relates to the management and control of the Program for Export Market Development. *Topics:* Program for Export Market Development (PEMD) — generally; project files; co-operation and liaison (branches, regional offices); associations, committees, task forces. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Special Programs
Description: This class covers information relating to branch activities in relation to the management and control of special programs, including the *Small Business Loans Act;* Business Council Program; Credit Reinsurance Program; and Industry, Energy Research and Development Program. *Topics:* Special programs — generally; *Small Business Loans Act;* Business Councils Program; Credit Reinsurance Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Policy and Special Services
Description: This class covers information relating to the development of program policies and of management information systems, as well as the implementation of recommended changes to program design, delivery and control systems. *Topics:* Policy and special services — generally; development of program policies; program evaluation implementation; management information systems; forecast of program expenditures. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Program Evaluation Branch

This branch initiates departmental evaluation activities, advises senior management on program effectiveness, and responds to departmental management needs by providing senior departmental managers and program managers with information that supports the decision-making process and contributes to the management planning and control processes.

Program Evaluations — Generally
Description: This class covers information relating to program evaluation policies, mandate, objectives and guidelines. It also includes individual program evaluations conducted by the sector branches in which the Program Evaluation Branch acts only in an advisory capacity. *Topics:* Program evaluation — generally; agencies, institutes, societies and other government departments; committees

and meetings; Deputy Minister Overview System; Industrial Opportunities Program; other evaluations; program component evaluations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Evaluation Branch of DRIE.

Resource Industries Branch

The branch initiates, develops and promotes trade and industrial policies and programs pertaining to the Canadian metals, minerals and forest products industries. It also implements new approaches and assesses the impact of new policies or initiatives on resource-based industries by providing direct assistance to industry, planning and executing programs directed to the further development of the industry in Canada, and by representing the industry at international conferences and seminars.

Resource Industries — Generally
Description: This class covers information relating to branch activities and involvement with organizations and associations in the public and private sectors, and federal and provincial governments. It includes statistics and trade agreements for the resource industries that would not be contained in other classes of records. *Topics:* Resource industries — generally; co-operation and liaison; industrial co-operation; organizations and associations; statistics; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Industrial Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., competition policy); the development of the Canadian sector of the resource industries; and assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — generally; companies; horizontal issues; programs — generally; Defence Industry Productivity Program; energy conserving equipment — class 34; Enterprise Conserving Program; foreign investment — reviews and assessments; Industrial Design Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Program to Enhance Productivity; Unsolicited Proposals Program; Regional Economic Program; research and development; Community-Based Industrial Adjustment Program; Industry Energy Research and Development Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch or Resource Processing Industries Branch of DRIE.

Forest Products
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the forest products industry. *Topics:* Forest products — generally; fairs, exhibitions, missions and visits; sector profiles; standards. *Special Access Note:* Item 3 — reports on Word Processing System. Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Metals and Minerals
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the metals and minerals industries. *Topics:* Metals and minerals — generally, fairs, exhibitions, missions and visits; sector profiles; standards. *Special Access Note:* Item 3 — reports on Word Processing System. Portions, or all, of this class of records can now be found in the Resource Processing Industries Branch of DRIE.

Small Business Secretariat

The secretariat is responsible for the development and assessment of national policies and programs affecting small business. It provides support to the Minister of State for Small Business in carrying out his or her duties, and maintains contact with the provinces and industry groups on small business matters. The secretariat takes the lead in special assignments relating to small business, which often cover a broad range of interest areas and involve other branches and departments, and prepares recommendations and Cabinet documents resulting from these activities.

Small Business Secretariat — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, as well as co-operation and liaison with federal, provincial and foreign governments, which is not included in other classes of records. *Topics:* Small Business Secretariat — generally; acts and legislation; complaints and enquiries; associations, committees, organizations, institutes, societies; briefings; Business Council programs; conferences and meetings; co-operation and liaison; human resources; reports and statistics; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Financial Policy
Description: This class covers information relating to the availability of capital and initiatives to improve the financing environment for small business in Canada. *Topics:* Financial policy — generally; capital markets; equity financing; federal programs; foreign programs; sources of Canada; taxation matters; venture capital. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Special Projects
Description: This class covers information relating to special programs and projects to assist small business and federal government procurement policies when dealing with small business. *Topics:* Special projects — generally; Small Business Internship Program; other related programs; procurement; sub-contracting program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Advocacy Office
Description: This class covers information relating to complaints, enquiries from small business on government regulations, red tape and paper burden, including information concerning associations. *Topics:* Paper burden and Advocacy Office — generally; federal and provincial departments; Chambers of Commerce; associations; discussion papers; cabinet committee; general literature; conferences; ministers' dockets; public relations speeches; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Small Business Financing Review Task Force

The task force was established to examine the effect of government policies, programs, institutions, regulations and tax measures on small business and the private sector capital markets.

Operations
Description: This class covers information relating to examinations of government policies, assistance, and programs in relation to small business, including studies of small business financing in Canada and foreign countries. *Topics:* Small Business Financing Review — generally; federal assistance; organizations, associations, companies; small business financing in foreign countries; studies and surveys. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Surface Transportation Branch

This branch monitors, assesses and assists in the development of government policies on surface transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the surface transportation industry.

Surface Transportation — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys, and studies relating to surface transportation that would not be contained in other classes of records. *Topics:* Surface transportation — generally; associations, clubs and societies; committees, task forces, conferences and meetings; companies, corporations, firms; co-operation and liaison; fairs and exhibitions; industrial co-operation; missions and visits; project studies; promotional projects; sector profiles; statistics; tariffs and duty remissions. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive Marine and Rail Branch of DRIE.

Industrial Development
Description: This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the surface transportation industry and surface transportation equipment manufacturers. *Topics:* Programs — generally; Defence Industry Productivity (DIP); Enterprise Development Program (EDP); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Make or Buy Program (unsolicited proposals). *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive Marine and Rail Branch of DRIE.

Vehicle and Rail System Industries
Description: This class covers information relating to the development of government policies on the vehicle and components industries and the railway industry, as well as the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the vehicle system and rail industries. *Topics:* Vehicle and rail system industries — generally; auto parts; markets; motor vehicles; urban transportation; railways. *Special Access Note:* Portions, or all, of this class or records can now be found in the Automotive, Marine and Rail Branch of DRIE.

Automotive Task Force
Description: This class covers information relating to the task force's activities and involvement with organizations and associations in the public and private sectors; analysis of industrial statistics and examination of trade issues and marketing as they relate to the automotive aftermarket industry. *Topics:* Automotive Task Force — generally; associations; automotive industry analysis; committees, conferences, meetings; companies, firms; industrial development; markets; statistics; trade issues. *Special Access Note:* Portions, or all, of this class of records can now be found in the Automotive, Marine and Rail Branch of DRIE.

Technology Branch

This branch is responsible for science and technology matters in support of industrial trade objectives. It formulates and monitors policies and programs to promote industrial research and development, innovation, and the use of advanced technology in Canada. It also provides information and advice to management and other federal institutions on these topics. The branch administers programs to assist universities and non-profit organizations, and is the Department's representative in inter-departmental national and international scientific and technological activities.

Technology — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, and with federal, provincial and foreign governments, that would not be contained in other classes of records. *Topics:* Technology — generally; acts and legislation; associations, organizations, institutes, committees and societies; conferences and meetings; co-operation, and liaison; reports and statistics; standards and certification; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Innovation Branch of DRIE.

Programs
Description: This class covers information relating to assistance for research and development, productivity, marketing and innovation in the field of science and technology assistance for international business studies and the provision of management advice. *Topics:* Programs — generally; Centres of Advanced Technology; Centres for International Business Studies; Defence Industry Productivity Program (DIPP); Enterprise Development Program (EDP); Industrial Energy Research Development (IERD); Industrial Innovation Centres — generally; industrial research associations; industrial research institutes; management advisory institutes; Program for the Advancement of Industrial Technology (PAIT); technological innovation studies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Innovation Branch of DRIE.

Technical Information
Description: This class covers information relating to correspondence and literature relating to Canadian industries to provide an information bank for industrial research and development. *Topics:* Technical information — generally; chemicals; electrical and electronics; energy; machinery industries; resource industries. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Innovation Branch of DRIE.

Textiles and Consumer Products Branch

This branch monitors, assesses and assists in the development of government policies on textiles, clothing, footwear, leisure products, furniture, and cultural industries; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the textiles and consumer products industries.

Fashion Office
Description: This class covers information relating to activities and involvement of the office as they relate to the improvement of the quality and creativity in Canadian fashion products, the building of a prestige image for Canadian fashion, and providing an environment that will encourage Canadian design talent. *Topics:* Administration; fashion — generally; committees; designer development; image development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

Textiles and Consumer Products — Generally
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, including federal and provincial governments, as well as its participation in trade fairs and exhibitions. It also covers standards and statistics relating to the textiles and consumer products industries that would not be contained in other classes of records. *Topics:* Textiles and consumer products —

generally; exports and imports; fairs and exhibitions, missions and visits; governments; international organizations; standards; statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

Clothing Industry
Description: This class covers information relating to the planning and execution of services designed to promote the establishement, improvement, efficiency, export market development and general economic development of the clothing industry. *Topics:* Clothing industry — generally; associations; companies; fairs, exhibitions, missions and visits; industry development; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

Leisure Industries
Description: This class covers information relating to the planning and excution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the leisure products industry. *Topics:* Leisure industries — generally; associations; book programs; companies; fairs and exhibitions; missions and visits; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Furniture Industry
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the furniture industry. *Topics:* Furniture industry — generally; fairs and exhibitions; missions and visits; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Food and Consumer Products Branch of DRIE.

Footwear Industry
Description: This class covers information relating to the planning and execution of services and assistance designed to promote the establishment, improvement, efficiency, export market development and general economic development of the footwear industry. *Topics:* Footwear industry — generally; associations; companies; fairs and missions; Footwear and Leather Institute of Canada (FLIC); Footwear and Scholarship Program; Footwear Tanning Industry Adjustment Assistance Benefit Regulations (FTIABR); products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

Textile Industry
Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the textile industry. *Topics:* Textile industry — generally; associations; companies; fairs, exhibitions, missions and visits; products. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

Policy Co-ordination and Analysis
Description: This class covers information relating to policies and special issues which affect economic activity in the textiles and consumer products industries. *Topics:* Policy co-ordination and analysis — generally; acts, legislation, relations, treaties; consultative process; horizontal issues; proposals and strategies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

Programs
Description: This class covers information relating to government assistance to the textiles and consumer products industries in the form of grants, loans and contributions. *Topics:* Programs — generally; Enterprise Development Program; Footwear and Tanning Industries Adjustment Program; General Adjustment Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Office of Industrial Adjustment Branch of DRIE.

Records of the Former Department of Regional Economic Expansion

Analysis and Liaison Branch

This branch consists of three divisions: Economic Development Analysis, which undertakes economic and social analysis on an inter-regional basis; Policy Analysis, which identifies and evaluates broad regional economic development issues; and Program Analysis and Liaison, which monitors initiatives proposed by the regions in terms of their national or inter-regional implications, and maintains liaison both within the Department and with other departments to promote policy consistency.

Liaison and Briefing
Description: This class covers information relating to external and intra-departmental liaising and regular briefings for the Minister and senior management. *Topics:* Other government department programs, reports and critiques; participation in other government departments' committees; external liaison; foreign industrial prospects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Sector Branch of DRIE.

Departmental Program Analysis
Description: This class covers information relating to analysis of former DREE Programs. *Topics:* Cape Breton initiatives; cost sharing arrangements for general development agreements; industrial adjustments and developments; program evaluation; subsidiary agreement reports; regional disparities; DREE expenditure by electoral district; native programs; regional initiatives. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch, Policy Sector Branch and Program Development and Operations Branch of DRIE.

Policy and Legislative Follow-up to the Strategic Overview
Description: This class covers information relating to strategic and tactical planning and detailed policy, program and legislative development. *Topics:* Regional constraints; Regional Development Fund; strategic overview; Indian benefits from federal government employment and regional initiatives; community and rural economic development; Business Assistance Program; Local Economic Development Assistance (LEDA); legislation review; Constitution. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Tilting Other Government Department Policies
Description: This class covers information relating to substantive briefings on items for the Cabinet Committee on Economic Development and ongoing participation on inter-departmental committees. *Topics:* New fighter procurement; Canadian Patrol Frigate Program; Employment Development Fund; government procurement; Iles de la Madeleine; shipbuilding policy; Industrial Opportunity Program; small business initiatives; petrochemical industry. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Regional Strategies
Description: This class covers information relating to co-ordinating and participating in the preparation of federal and departmental regional development strategies. *Topics:* Strategic overviews; regional strategies; energy consultation with regions; provincial economic development strategies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Analytic Projects
Description: This class covers information relating to major analytic projects as a backup for policy development and inter-departmental communication. *Topics:* Tax expenditures, labour market gap analysis; initiatives to promote high technology growth in the regions of Canada; natives; linkages; local development initiatives; cluster analysis; major projects; energy demand analysis. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Data Co-ordination
Description: This class covers information relating to maintaining and developing a database on regional statistics and providing statistical analysis for headquarters, field offices, other government departments, and other clients. *Topics:* Real income differential by region, by occupation; Provincial and Regional Data Directory; changes in investment by region; layoff in Ontario communities; employment potential in Ontario; COMDAT 80; bankruptcy statistics; employment and unemployment by province, sex and age groups; migration rate by age and sex; data bank franchise; statistical policy. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Industrial Incentives Branch Operational Planning Division

The division provides guidance on the planning and operation of the Regional Development Incentives Program (RDIP) as well as policy advice on industrial matters concerning other departments, issues operational guidelines for the RDIP and monitors adherence across the country.

Incentives
Description: This class covers information relating to planning and operation of the Regional Development Incentives Program (RDIP) and policy advice on industrial incentives matters concerning other departments. *Topics:* Policy; operating guidelines; legislative reviews; designated regions; industrial promotion; requests for assistance; Departmental Incentives Data System (DIDS) detailing disposal of individual incentives applications; double depreciation for new products. *Special Access Note:* Computer system (DIDS) arranged by company or individual name, province, location and standards industrial classification. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives — Operational Planning
Description: This class covers information relating to development, implementation, monitoring, evaluation and modification of the decentralized incentives program. *Topics:* Research, surveys and studies relating to impact of incentives programs completed, rejected or discontinued projects, equity investment; assessment of industrial policies; program proposals; program monitoring; program evaluation; Special Investment Tax Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives Evaluation and Loan Guarantees Division

The division reviews incentive case files, including loan guarantees, and is responsible for all recovery actions involving incentives cases which fail to meet statutory requirements or other conditions.

Incentive Case Files
Description: This class covers information relating to individual applicants for grants and repayable development incentives from the initial application to the final decision. *Topics:* Application forms; letters of offer; letters of acceptance; letters of withdrawal; status reports; audit reports; decisions; correspondence with applicant; other sources of information. *Special Access Note:* Individual case files under the *Regional Development Incentives Act* (RDIA) are created and retained in provincial offices where the application was initiated; individual case files under the old *Area Development Incentives Act* (ADIA) are retained at headquarters. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives - Loans Guarantees
Description: This class covers information relating to loans to industries from selected lending institutions, guaranteed by the Department. *Topics:* Policy; provincially sponsored projects; lending institutions; prospective applicants; individual loan guarantee case files, including application forms, status reports and correspondence with applicants; loan guarantees summaries and reports. *Special Access Note:* Individual loan guarantee case files created and retained in headquarters. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives — Recovery
Description: This class covers information relating to a collection of debts due to the Crown from contraventions to the *Regional Development Incentives Act* (RDIA) or the *Area Development Incentives Act* (ADIA) and the *Regional Economic Expansion Act*, as well as a collection of repayable incentives. *Topics:* Deletion of debts due to the Crown; statistical reports and summaries of RDIA and ADIA case load of recovery cases. *Special Access Note:* Correspondence regarding individual recovery cases is placed on the incentive case files, which are located in the provincial offices. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and regional offices of DRIE.

Regional Development Incentives Advisory Board
Description: This class covers information relating to recommendations to the Minister concerning directives, guidelines and other instruments used in the administration and assessment of the individual incentives program, the disposition of specific loan guarantee applications, and the disposition of specific grant applications. *Topics:* Agenda; minutes of meetings; operating guidelines and procedures; weekly status reports. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Pulp and Paper Modernization Program Advisory Group
Description: This class covers information relating to the review, prior to ministerial approval, of all incentive recommendations of the joint federal-provincial management committee, which administers the implementation of each pulp and paper modernization subsidiary agreement. *Topics:* Agenda; minutes of meetings; operating guidelines and procedures; recommendation reports of management committee; executive summary reports. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Project Assessment and Evaluation Branch

This branch conducts commercial, financial, business policy and economic assessments of major regional initiatives. This major project analysis is conducted by project teams comprised of financial, marketing and business strategy specialists from within the branch and from various private sector organizations, along with economists specializing in the evaluation of the economic impact of major projects. Representative of the work of the branch are studies on the semi-finished steel facility in Nova Scotia, pulp and paper modernization throughout Canada, development of coal deposits in British Columbia, and a zinc refinery in New Brunswick.

Project Records
Description: This class covers information relating to ongoing projects of an industrial nature. *Topics:* General correspondence; meetings;

proposal stage; evaluation assessment phase; financial analysis; economic analysis and reports relating to projects such as the Manitoba Forest Project, Atlantic Power Project, and the Saskatchewan Steel Assessment Project. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

Agricultural and Rural Development Act (ARDA) 3rd Agreement (01/04/70 to 31/03/75)

The *Agricultural and Rural Development Act* examines, formulates, implements and finances programs for the more effective use of lands; for the conservation and development of soil and water resources in rural areas; and for the development of new opportunities for increased income and employment and for improving standards of living for rural people.

Canada-Newfoundland Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to assisting in the development and more efficient use of rural lands; assisting in the development and conservation of water supplies; improving of soil and helping people with related problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil water conservation; other programs; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the regional Offices of DRIE.

Canada-Nova Scotia Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance for people with problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil and water conservation; other programs; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-New Brunswick Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion or more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; agriculture support and farmland improvement; other primary activities and manufacturing; tourism, recreation and wildlife; soil water conservation; other programs; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Québec Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to the rationalization of land usage; the conservation and exploitation of water and land resources; the creation of new employment possibilities; better revenue and the improvement of lifestyle for the rural population. *Topics:* Development Committee; Performance Committee; Agricultural Program; Forestry Program; Toursim Program; Mining Program; industrial infrastructure; technical assistance; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of the Department DRIE.

Canada-Ontario Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to promoting economic development and alleviating conditions of social and economic disadvantages in certain rural areas of the province. *Topics:* Joint ARDA Committee; research; lands use and farm adjustment; rehabilitation; rural development field services; alternative employment and income opportunities; public information services; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Manitoba Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; farm diversification; community affairs; farm water services; Wilson Creek watershed; veterinary clinics; comprehensive soil and water conservation; ground water investigations; grassland sheep management; aquifer recharge research; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Saskatchewan Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committees; land use; water development; human development; livestock development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Alberta Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; private range land improvement; grazing reserves development; forage crop improvement; livestock water supply; veterinary clinics; alternate land use; forest lands improvement; rural information; marketing research; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-British Columbia Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies, the improvement of soil and assistance to people with problems of adjustment. *Topics:* Joint ARDA Committee; research; land use and farm adjustment; rural development services and training; soil and water conservation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agricultural and Rural Development Act (ARDA) — Special Agreement

The special ARDA agreements involve special programs to ensure that rural residents, paricularly those of native ancestry, are able to benefit from rural development programs in terms of increased employment and income, and better living conditions.

Canada-Manitoba Special Development Agreement
(01/04/71/ to 31/03/85)
Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Saskatchewan Special Development Agreement
(01/04/71 to 31/03/82)
Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs; social adjustment measures; related infrastructure. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-British Columbia Special Development Agreement
(01/04/71 to 31/03/82)
Description: This class covers information relating to research, formulations, implementation, and the financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Yukon Special Rural Development Agreement
(05/06/78 to 31/03/82)
Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly those of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program; Primary Producing Activities Program; Commercial Undertakings Program: administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Northwest Territories Special Rural Development Agreement
(16/06/77 to 31/03/82)
Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Native ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program;: Primary Producing Activities Program; Commercial Undertakings Program; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class or records can now be found in the Regional Offices of DRIE.

Canada-Alberta General Development Agreement

The objective of this agreement is to improve opportunities for productive employment (and access to those opportunities) in areas or economic sectors of Alberta which, relative to other areas or sectors, require special measures to realize development potential; to promote balanced development among areas of Alberta and to encourage the equitable distribution of the benefits of such development; and to reinforce the priorities of the province in respect to initiatives for its socioeconomic development.

Northern Transportation Subsidiary Agreement
(28/08/74 to 31/03/75)
Description: This class covers information relating to improving specified highways and other transportation facilities serving remote communities and areas with high proven resource development potential. *Topics:* Joint committee; highway improvements; bridge construction; right-of-way clearing; airfield improvements; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northern Alberta Transportation Subsidiary Agreement
(21/01/76 to 31/03/76)
Description: This class covers information relating to financial support for improvements to transportation facilities, in support of industrial and socioeconomic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; new construction roads and bridges; carry-over construction roads and bridges; airstrip construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Nutritive Processing Assistance Subsidiary Agreement
(11/03/75 to 30/06/81)
Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta of those nutritive products which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint committee; Development Assistance Program; Public Information and Technical Service Programs; Sheep Industry Development Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Alberta North Subsidiary Agreement
(01/04/74 to 31/03/78)
Description: This class covers information relating to providing options and opportunitities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities; community infrastructure improvements and services required, and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; life improvement and community services; community economic development; planning and management; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

1976-79 Northern Transportation Subsidiary Agreement
(01/04/76 to 31/03/79)
Description: This class covers information relating to providing financing for improvements to specified transportation facilities in support of economic and socioeconomic development and in support of development of an efficient national transportation system. *Topics:*

Joint Committee; roads and bridges construction; airstrip construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Alberta North Subsidiary Agreement
(01/04/77 to 31/03/82)
Description: This class covers information relating to providing options and opportunities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities, community infrastructure improvements and services required, and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; human development; community services and facilities; community services and facilities — Indian reserves; social adjustment and professional development; community economic development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Nutritive Processing Assistance Subsidiary Agreement
(19/08/81 to 31/03/84)
Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta of those nutritive pooducts which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint Committee; development assistance; research and development facilities assistance; public information and technical services; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-British Columbia General Development Agreement

The objective of this agreement is to improve opportunities for productive employment, and access to those opportunities, in areas or economic sectors of British Columbia which, relative to other areas or sectors, require special measures to realize development potential; to promote balanced development among areas of British Columbia and to encourage the equitable distribution of the benefits of such development.

Northern Highways Subsidiary Agreement
(28/08/74 to 31/03/75)
Description: This class covers information relating to improving specified highways serving remote communities, and areas with high proven resource development potential. *Topics:* Joint Committee; highway construction; highway project; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Fort Nelson Subsidiary Agreement
(23/09/75 to 31/03/78)
Description: This class covers information relating to the provision of assistance to help alleviate the economic and social proolems being experienced by the community of Fort Nelson. *Topics:* Implementation Committee; water system improvements; sewage system improvements; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class or records can now be found in the Regional Offices of DRIE.

Northern Highways Subsidiary Agreement
(12/02/76 to 31/03/76)
Description: This class covers information relating to providing improved road or highway access to areas with resource development potential and improving the efficiency of the transportation system in northern British Columbia. *Topics:* Joint Committee; Prince George to Fort St. John; Kitwanga to Watson Lake; Terrace to Prince Rupert; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northeast Coal and Related Developments Subsidiary Agreement
(28/01/77 to 31/03/77 and 01/04/77 to 31/03/80)
Description: This class covers information relating to the identification and evaluation of the economics of coal resources, transportation options, environmental protection requirements, financial implications, the labour force and training needs, and development in other sectors. *Topics:* Management Committee; coal resources; transportation; environmental studies; townsite/community development; manpower/human resources; economic and financial analyses; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northern Highways Subsidiary Agreement
(01/04/76 to 31/03/79)
Description: This class covers information relating to providing improved road or highway access to areas with resource development potential. *Topics:* Joint Committee; highway construction; bridge construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(08/07/77 to 31/03/82)
Description: This class covers information relating to encouraging greater sectoral and spatial diversification of economic activity in the province of British Columbia. *Topics:* Industrial Development Committee; research; community industrial development; industrial assistance; public information; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agricultural and Rural Development Subsidiary Agreement
(01/08/77 to 31/07/82)
Description: This class covers information relating to the identification and utilization of projects related to agriculture and rural development; the expansion of employment in existing aspects of the agriculture and food-processing industry, and improving the ability of the existing industries to sustain growth. *Topics:* Management Committee; research, planning, training and market promotion; co-ordinated resource management; primary-resource development; support services and community development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Travel Industry Subsidiary Agreement
(17/10/78 to 17/10/83)
Description: This class covers information relating to planning for the use of new, or previously not utilized, initiatives; the creation of employment opportunities; contribution to the growth and development of the travel industry; generating, encouraging and increasing travel and vacation time within British Columbia and development of a long-term travel industry strategy. *Topics:* Management Committee; travel industry studies and planning; travel industry organization; travel industry upgrade; travel generators; skiing and related facilities; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Intensive Forest Management Subsidiary Agreement
(17/05/79 to 31/03/84)
Description: This class covers information relating to ensuring the long-term viability of the forest sector; strengthening the job-creating potential of the forest resource; increasing the wood yield from provincial forests and ensuring that the annual rate of harvest of this renewable resource is sustained and increased. *Topics:* Management Committee; reforestation; juvenile spacing; fertilization; forest

protection; implementation contracts; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Ridley Island Road Access Subsidiary Agreement
(26/11/80 to 31/03/82)
Description: This class covers information relating to providing industrial road access to the planned bulk commodity port facility on Ridley Island, and facilitating economic development. *Topics:* Management Committee; access road and railway overpass construction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Manitoba General Development Agreement

The objective of this agreement is to increase income and employment opportunities throughout Manitoba. thereby increasing opportunities for people to live in the area of their choice with improved standards of living. It also aims to encourage socioeconomic development in the northern portion of Manitoba, thereby providing the people of the area with real options and opportunities to contribute to and participate in economic development, to continue their own way of life with enhanced pride and purpose, and to participate in the orderly utilization of natural resources.

Interim Northlands Subsidiary Agreement
(05/06/74 to 31/03/76)
Description: This class covers information relating to the formulation and negotiation of a long-term development strategy and the undertaking of certain programs and projects. *Topics:* Liaison Committee; human development and community services; resources and community economic development; transportation and implementation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement
(11/03/75 to 31/03/77)
Description: This class covers information relating to the studies for the identification and analysis of economic and socioeconomic development opportunities in Manitoba, and such planning as is required to develop strategies, programs and subsidiary agreements. *Topics:* Management Committee; fiscal year; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Mineral Exploration and Development Subsidiary Agreement
(10/04/75 to 31/03/77)
Description: This class covers information relating to effective management and assistance in maintaining an acceptable level of exploration activity in Manitoba. *Topics:* Management Committee; base metal exploration; uranium reconnaissance exploration; regional survey and evaluation; industrial minerals evaluation; Pigmatitie mineral exploration; mineral development analysis; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Manitoba Northlands Subsidiary Agreement
(01/04/76 to 31/03/81)
Description: This class covers information relating to the contribution and participation by area people to the development of northern Manitoba; the continuation of their own way of life; and the encouragement to the orderly utilization of the natural resources in harmony with resource conservation. *Topics:* Resource and community economic development; human development and community services; transportation and communication; co-ordination and pilot action research; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(01/04/75 to 31/03/83)
Description: This class covers information relating to encouraging industrial activities; developing industries in which Manitoba has advantages; and supporting high-wage industries which provide stable long-term employment. *Topics:* Management Committee; industrial process; industrial assistance; industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Tourism Development Subsidiary Agreement
(01/04/79 to 31/03/83)
Description: This class covers information relating to strengthening and enhancing tourist destination areas and improving the productivity of the industry. *Topics:* Management Committee; destination areas; productivity measures; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Value-Added Crops Production Subsidiary Agreement
(01/04/79 to 31/03/84)
Description: This class covers information relating to expanding economic production of value-added crops; improving the efficiency of the red-meat industry; and expanding commercial services and processing of agricultural products. *Topics:* Implementation Committee; investigations and evaluation; special crop products; livestock products; related productivity measures; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement
(30/05/79 to 31/03/84)
Description: This class covers information relating to improving the potential for economic and socioeconomic development in Manitoba by alleviating the constraints imposed on economic performance by recurrent water shortages and droughts. *Topics:* Management Group; drought proofing studies; water management investigations; water supply investigations; multiple-purpose water supply projects; sub-regional projects; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Winnipeg Core Area Subsidiary Agreement
(04/09/81 to 31/03/86)
Description: This class covers information related to providing employment opportunities; encouraging industrial, commercial and residential development; revitalizing the environment of the core area; and facilitating participation of Winnipeg core area residents in development opportunities. *Topics:* Policy Committee; Management Board; employment and affirmative action; housing; community improvement areas; community facilities; community services; Logan industrial development; north of Portage redevelopment; CN East Yard; renovation of the historic centre of Winnipeg, renovation of the areas surrounding some of the main arteries; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Manitoba — Miscellaneous Programs and Agreements

These programs or agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country.

Gimli Agreement
(01/09/71 to 30/11/73)
Description: This class covers information relating to assistance by

the Government of Canada to the Government of Manitoba for the development of the former Canadian Forces Base Gimli into an industrial park, and the development of a major recreational complex in the Gimli area. *Topics:* Liaison Committee; marina complex; fishing village; trailer park; town enhancement cultural-historical attraction; lake front development; complementary facilities; project direction; Minerva Hall; park pavilion and storage; yacht club; picnic tables; library and interpretive centre; museum property; sign and advertising; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-New Brunswick General Development Agreement

The primary objective of this agreement is to reduce the gap in earned income per capita between that province and Canada as a whole. A further objective is that per capita incomes should be raised while minimizing net migration from the province. To meet these objectives, the development strategy is aimed at achieving a faster rate of growth in provincial output by raising productivity, increasing the number of viable employment opportunities, and encouraging the development of a skilled and versatile labour force.

Highways — 1974-75 Subsidiary Agreement
(24/06/74 to 31/03/75)

Description: This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Campbellton — Dalhousie bypass; Bathurst bypass to Belledune; Shediac north — Route 11; Shediac to Moncton; Caraquet-Chatham Bridge and other segments of new highways; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry Subsidiary Agreement
(15/10/74 to 31/03/82)

Description: This class covers information relating to the mounting of a comprehensive, province-wide development program that would increase production of high-quality timber and expand the wood-processing industry. *Topics:* Management committee; forest management; resource utilization; manpower development; administration; pilot project; resource development and accelerated employment; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

King's Landing Historical Settlement Subsidiary Agreement
(17/02/75 to 31/03/77)

Description: This class covers information relating to a program to finance the completion of King's Landing Historical Settlement in order to assist the province in attaining maximum economic and socioeconomic benefits from the tourism sector. *Topics:* Management Committee; completion of Historical Settlement; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(17/02/75 to 31/03/80)

Description: This class covers information relating to joint praticipation in measures designed to expand, diversify and strengthen the manufacturing and processing activity in the province. *Topics:* Management Committee; planning of industrial development; regional industrial development; assistance to manufacturing industry; provision of industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Saint John and Moncton Arterial Highways Subsidiary Agreement
(17/02/75 to 31/03/81)

Description: This class covers information relating to the completion of work begun under earlier special areas agreements on arterial roads required to improve the transportation of goods and people within Saint John and Moncton. *Topics:* Management Committee; Saint John Throughway; Wheeler Boulevard and Shediac Highway; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Kent Region Pilot Project Subsidiary Agreement
(17/02/75 to 31/03/81)

Description: This class covers information relating to a pilot project which would assist residents of the Kent Region in developing and implementing projects in fisheries, forestry, agriculture, resource based manufacturing, tourism and recreation in order to improve income and employment opportunities in the region. *Topics:* Management Committee; resource development and technical support; infrastructure; program administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agricultural Development Subsidiary Agreement
(17/02/75/ to 31/03/78)

Description: This class covers information relating to joint participation in initiatives directed towards the attainment of maximum economic and socioeconomic benefits from the agriculture resources of the provinces. *Topics:* Management Committee; planning and development; development opportunities; entrepreneurial development; Implementation Support Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Miramichi Channel Study Subsidiary Agreement
(17/02/75 to 31/03/75)

Description: This class covers information relating to the support of studies directed towards the determination of costs related to known benefits to be derived from the establishment and maintenance of a 26-foot navigation channel in the Miramichi River from Newcastle to the Gulf of St. Lawrence. *Topics:* Management Committee; Miramichi Channel Field Surveys; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement
(01/04/75 to 31/03/82)

Description: This class covers information relating to the provision of funds to acquire external staff and services to undertake studies and carry out the activities required to identify and analyze economic and socioeconomic development needs and opportunities, and to develop and implement strategies, programs and subsidiary agreements. *Topics:* Management Committee; general development planning; research and studies; planning of physical development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Highways — 1975-76 Subsidiary Agreement
(16/12/75 to 31/03/76)

Description: This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Moncton to Campbellton — Routee 11; Plaster Rock — Renous Highway — Rout 109; St.Léonard to St. Quentin — Route 17; Newcastle to Bathurst — Route 8; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Tourism Development Subsidiary Agreement
(16/02/75 to 31/03/80)
Description: This class covers information relating to programs designed to encourage development of the New Brunswick tourism sector in order to accelerate and realize the maximum net economic benefit to provincial residents through incresed output and improved productivity in the sector. *Topics:* Management Committee; Essential Resource Services Program; Infrastructure Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Ofices of DRIE.

Highways — 1976-77 Subsidiary Agreement
(24/06/76 to 31/03/77)
Description: This class covers information relating to a program to finance to completion the construction of highway projects begun under previous highways subsidiary agreements and to finance the construction of additional highway projects. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to Bathurst (Route 8); Rexton to Moncton (Route 11); Bathurst to Chatham (Coastal Route 11); St. Léonard to St. Quentin — (Route 17); Plaster Rock — Renous Highway (Route 109); individual project case files under the programs *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Minerals and Fuels Development Subsidiary Agreement
(24/06/76 to 31/03/82)
Description: This class covers information relating to the measures directed towards the attainment of maximum economic and socioeconomic net benefits from the mineral resources of New Brunswick, while ensuring the maintenance of a high level of environmental quality. *Topics:* Management Committee; opportunities identification; opportunity development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Highways — 1977-81 Subsidiary Agreement
(01/04/77 to 31/03/81)
Description: This class covers information relating to community and area development through the provision of financial assistance for highway construction and the encouragement of development in the resource-based industry, secondary manufacturing and service industries. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to Margarets (Route 11); Rexton to Shediac (Route 11); Coastal Route 11; Central Peninsula Access Roads (Route 360); carry-over projects; other northeast access roads (Routes 8 and 17); planning provision; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northeast New Brunswick Subsidiary Agreement
(23/06/77 to 31/03/82)
Description: This class covers information relating to increased application of programs which improve the utilization of human and physical resources and accelerate development. The programs are aimed at the creation of employment, earned income and economic activity. *Topics:* Management Committee; Industrial Development Program; Urban-Industrial Infrastructure Program; Resource Development Program; Human Resource Development Program; Special Housing Program; Management and Implementation Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Development of Agriculture Resources Subsidiary Agreement
(22/03/78 to 31/03/83)
Description: This class covers information relating to the contribution of agriculture and related sectors to provincial output, earned income and employment. *Topics:* Management Committee; human resource development; marketing and industry development; agricultural facilities; agricultural resource development; technology transfer implementation, evaluation and public information; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Developing Regions Subsidiary Agreement
(17/05/79 to 31/03/83)
Description: This class covers information relating to the acceleration of economic and socioeconomic development through the application of federal-provincial programs which will improve the utilization of respective region's resources. *Topics:* Management Committee; resources and industrial development; municipal development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Pulp and Paper Subsidiary Agreement
(27/08/80 to 31/03/84)
Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in New Brunswick. *Topics:* Management Committee; Pulp and Paper Modernization Program; Public Information and Evaluation Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Saint John Market Square Development Subsidiary Agreement
(14/10/80 to 31/03/83)
Description: This class covers information relating to the revitalization of the downtown core area to the city of Saint John; the inducing of private enterpreneurs to make substantial new capital investments; and the increase in employment opportunities in the city of Saint John. *Topics:* Management Committee; Market Square Development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry Development Subsidiary Agreement
(13/03/81 to 31/03/84)
Description: This class covers information relating to increasing the substainable supply of time in the most economical efficient manner possible and increasing provincial income by developing identified income generating opportunities. *Topics:* Management Committee; Silviculture Treatment Program; Forest Management; Planning and Development Program; Private Woodlot Management Program; Harvesting and Transportation Program; Evaluation and Public Information Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Newfoundland General Development Agreement

The objective of this agreement is to increase the number and quality of long-term employment opportunities in Newfoundland, and to improve access to those opportunities, while permitting people to enjoy improved living standards.

Highways — 1974-75 Subsidiary Agreement
(28/05/74 to 31/03/75)
Description: This class covers information relating to the highway investments required to improve the economic and socioeconomic development of Newfoundland. *Topics:* Management Committee; Burgeo Road; St. Lawrence to Lawn; Bay d'Espoir Highway; Northern Peninsula Highway; La Scie Road; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Fisheries Marine Services Centre Program Subsidiary Agreement (15/10/74 to 31/03/78)

Description: This class covers information relating to the more extensive and effective use of multi-purpose boat technology. *Topics:* Management Committee; Marine Service Centre at Durrell; Marine Service Centre at Wesleyville; Marine Service Centre at Harbour Grace; Marine Service Centre at Bonavista; Marine Service Centre at Old Perlican; Isle aux Morts Project; Port Union Project; La Scie Project; Fogo Island Project; Southern Harbour, Placentia Bay; Englee Project; Mobile Barge Facility; L'Anse au Diable Project; Flowers Cove Project; Burgeo Project; St. Mary's Bay Project; Hermitage-Fortune Bay West Project; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Special Fish Plant Water System Subsidiary Agreement (23/05/75 to 31/03/78)

Description: This class covers information relating to assistance given to ensure quality maintenance of fish products, and to improve fish plant processing capacity. *Topics:* Management Committee; water supply to fish plants: Port aux Basques, Burnt Islands, Hermitage, Southern Harbour, St. Brides, Admiral's Beach, Valleyfield, Bay Bulls, New Harbour; water supply to cannery and fish processing facilities — Little Bay Islands; water supply to canneries — Newstead/Comfort Cove; water supplies to fish handling facilities at various locations; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Ocean Research and Development Subsidiary Agreement (23/05/75 to 31/03/80)

Description: This class covers information relating to stimulating the development of marine technology, to fostering the establishment of marine ice related industries, and to ensuring that the business community becomes involved in marine resource development. *Topics:* Management Committee; NORDCO Limited; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Highways 1975-76 Subsidiary Agreement (28/05/75 to 31/03/76)

Description: This class covers information relating to providing access to identified and potential resource development opportunities, and reducing constraints on the realization of socioeconomic development opportunities by improvements to the transportation system. *Topics:* Management Committee; Burgeo Road; Bonavista North Loop Road; Northern Peninsula Highway; Bay d'Espoir Highway; Baie Verte — La Scie; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

St. John's Urban Region Subsidiary Agreement (23/07/75 to 31/03/80)

Description: This class covers information relating to investments in the St. John's urban region to remove two major constraints to development, and thereby permit growth of the urban region. *Topics:* Management Committee; St. John's Urban Region Water Supply; St. John's Harbour Arterial; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry Subsidiary Agreement (11/06/79 to 31/03/83)

Description: This class covers information relating to opportunities for expanding and diversifying Newfoundland's forest industries through the undertaking of labour-intensive forestry activities which will improve resource management. *Topics:* Management Committee; acquisition of forest land; forest management; harvesting and utilization — research and development; access road construction; intensive forest inventories; protection of forest resource; forest improvement; administration of the forest resource; site rehabilitation; stand improvement; cable logging (training); company projects; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Gros Morne Park Area Development Subsidiary Agreement (28/05/74 to 31/03/81)

Description: This class covers information relating to the creation of new employment and income opportunities in the area through the development of the potential of the park and ensuring that local residents are able to take advantage of these opportunities. *Topics:* Management Committee; planning studies and development programs; community infrastructure; road construction; technical supervision and related expenses; evaluation/impact studies; individual project case files under the programs. *Special Access Note:* Portions or all, of this class of records can now be found in the Regional Offices of DRIE.

Highways 1976-81 Subsidiary Agreement (22/05/76 to 31/03/81)

Description: This class covers information relating to providing access to identified and potential resource development opportunities, and the reduction of constraints on the realization of socioeconomic development opportunities by improvements to the elements of the transportation system. *Topics:* Management Committee; Burgeo Raod; Bonavista North Loop Road; Bay d'Espoir Highway; Baie Verte — La Scie Road; Northern Peninsula Highway; Harbour Breton Highway; program evaluation; Baie Verte Area Roads; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement (22/06/76 to 31/03/82)

Description: This class covers information relating to federal financial contributions to assist Newfoundland in obtaining external prefessional resources and provincial staff to enable both governments to plan and implement joint development initiatives more effectively. *Topics:* Management Committee; external staff and services; provincial staff; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Inshore Fisheries Development Subsidiary Agreement (22/06/76 to 31/03/81)

Description: Information on projects aimed at increasing the profits of inshore fishermen in Newfoundland, the number of jobs and the productivity in the fish processing industry. *Topics:* Management Committee; improvement of the plants in Sainte-Barbe-Nord; supplying water to fish factories; Maritime service centres for inshore fishing; evaluation of programs and studies on planning and development; individual project case files on these programs. *Special Access Note:* Portions, or all of the documents in this category can now be found in the regional offices of DRIE.

Labrador Interim Subsidiary Agreement (03/12/75 to 31/03/81)

Description: This class covers information relating to the assistance to the municipality of Happy Valley-Goose Bay to maintain its socioeconomic viability following the substantial reduction of U.S. Military operations at Goose Bay Airport. *Topics:* Management Committee; Wabush Industrial Park; North West River Bridge; Happy Valley-Goose Bay Economic Development Corporation; student dormitory at Happy Valley Vocational School; auxiliary sewage collection system and out fall facility; street improvement in the town of Happy Valley; Town of Happy Valley Neighbourhood Improvement Program; program evaluation; capital projects; investigation; public information; project management; individual project case files under the programs. *Special Access Note:* Portions,

or all, of this class of records can now be found in the Regional Offices of DRIE.

Mineral Development Subsidiary Agreement
(17/12/76 to 31/12/81)
Description: This class covers information relating to the development of Newfoundland's mineral resources by upgrading geoscientific data, providing a comprehensive inventory of known deposits, and developing policies for mineral resource management. *Topics:* Management Committee; regional mineral potential evaluation; mineral development strategies; mineral resource management; program evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Tourism Development Subsidiary Agreement
(22/02/78 to 31/03/81)
Description: This class covers information relating to promoting the expansion and development of the tourism industry and increasing the net benefits from tourism by extending the length of the tourist season, increasing tourism-related employment, and increasing tourism spending. *Topics:* Management Committee; marketing; attractions; package tourism development; Tourist Service Program; accommodation; planning, co-ordination and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agriculture Development Subsidiary Agreement
(14/07/78 to 31/03/83)
Description: This class covers information relating to supporting the growth of a viable agriculture industry through increased production, and improvements in the management and technical capabilities of farmers; and improved marketing systems, effective land development and modern agricultural support services. *Topics:* Management Committee; farm development; development opportunities; blueberry industry development; marketing; land-use planning; land development; agricultural facilities; planning, co-ordination and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Rural Development Subsidiary Agreement
(14/07/78 to 31/03/81)
Description: This class covers information relating to the strengthening and revitalizing of the rural sector of the province. *Topics:* Management Committee; community development; rural incentives; crafts industry development; program evaluations and information; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(11/06/79 to 31/03/84)
Description: This class covers information relating to the development of employment opportunities; the development, expansion and increased efficiency of enterprises originating in the region; the acceleration of the industrial development process in the province; the costs in terms of the structure of the community associated with the development of industrial and commercial enterprises. *Topics:* Management Committee; Country Road Industrial Park; Country Road Industrial Park Access Road; Stephenville Industrial Access Road; program evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Stephenville Mill Conversion and Reactivation Subsidiary Agreement
(11/06/79 to 31/03/81)
Description: This class covers information relating to the participation in the conversion and reactivation of the former Labrador Linerboard Limited manufacturing facility to facilitate socioeconomic development and to improve the standard of living in the Stephenville area. *Topics:* Management Committee; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry 1981-86 Subsidiary Agreement
Description: This class covers information relating to maintaining and increasing the contribution of the forestry sector to the provincial and national economies, and promoting the increased utilization of forest resources. *Topics:* Management Committee; silviculture; forestry access roads; forest protection; forest resource inventory and planning; forest industries development; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Pulp and Paper Mill Modernization Subsidiary Agreement
(01/06/81 to 31/03/85)
Description: This class covers information relating to improving the viability, efficiency and competitiveness of the Newfoundland pulp and paper industry. *Topics:* Management Committee; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Coastal Labrador Subsidiary Agreement
(29/05/81 to 31/03/87)
Description: This class covers information relating to improving the quality of life in coastal communities; increasing access to employment and enabling residents to participate in, and benefit from, the long term development of the region. *Topics:* Management Committee; transportation services; community infrastructure; human resource development; investigation, evaluation and information; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Nova Scotia General Development Agreement

The objectives of this agreement are to encourage the expansion of viable, long-term employment opportunities, to promote optimum quality of life within Nova Scotia and increased earned incomes for its people; and to assist in the development of a dynamic and creative provincial economy which will encourage the growth and stability of economic activity in the province.

Mineral Development Subsidiary Agreement
(17/02/75 to 31/03/80)
Description: This class covers information relating to a program of mineral development planning, evaluation and surveying. *Topics:* Management Committee; resource development planning; mineral resource inventory; mineral evaluation survey; geological-geochemical survey; laboratory services; program management and administration; coal resource inventory and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Cape Breton County Development Subsidiary Agreement
(07/01/77 to 31/03/78)
Description: This class covers information relating to planning and promoting the accelerated economic and socioeconomic development of industrial Cape Breton. *Topics:* Management Committee; New Point Aconi Road; roads — Highway 4; roads — Sydney Mines; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Sydney Steel Corporation (SYSCO) Assistance Program Subsidiary Agreement
(23/12/77 to 31/03/79)
Description: This class covers information relating to the capital works program for SYSCO to maintain employment levels, and for

conducting a business planning and studies program to examine SYSCO, the steel industry and employment opportunities in Cape Breton. *Topics:* Management Committee; capital works; business and planning studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Metropolitan Halifax — Dartmouth Area Development
(31/03/75 to 31/03/82)
Description: This class covers information relating to ensuring desirable development of downtown areas of the two cities, continued development of the harbour, and increased industrial development. *Topics:* Management Committee; Halifax — Dartmouth Waterfront Development; the Gateway: the Port; industrial development; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Strait of Canso Area Development Subsidiary Agreement
(31/03/75 to 31/03/82)
Description: This class covers information relating to stimulating the development of a major industrial concentration at the Strait of Canso. *Topics:* Management Committee; Strait of Canso Industrial Development Authority; integrated regional planning; community and industrial infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agriculture Development Subsidiary Agreement
(22/06/76 to 31/03/81)
Description: This class covers information relating to improving the viability and stability of the agriculture industry; maintaining existing, and creating new, employment opportunities; and expanding the output and productivity and underexploited components of the agriculture industry. *Topics:* Management Committee; land development; high-energy and protein feed; livestock development; horticulture; special development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Industrial Development Subsidiary Agreement
(22/06/76 to 31/03/81)
Description: This class covers information relating to supporting the development of new employment opportunities, encouraging the development, expansion and efficiency of indigenous enterprises, and increasing the variety of employment opportunities available. *Topics:* Management Committee; opportunity, identification, analysis and promotion; industrial parks and related infrastructure; industrial infrastructure; public information and evaluations; SYSCO capital repair; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement
(22/06/76 to 31/03/82)
Description: This class covers information relating to studies and planning undertaken to identify and analyze economic and socioeconomic opportunities, and developing strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; physical and resource planning; research and studies to investigate development; opportunities; general development planning; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forestry Subsidiary Agreement
(28/06/77 to 31/03/82)
Description: This class covers information relating to maintaining existing employment, based mainly on the softwood species, and increasing employment opportunities and incomes in timber harvesting based on the hardwood species. *Topics:* Management Committee; forest management; forest industry development; support services; education, public information and evaluation; wood salvage-storage and ancillary forest management; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Tourism Development Subsidiary Agreement
(28/06/77 to 31/03/82)
Description: This class covers information relating to creating employment opportunities and increasing incomes by further developing the tourism industry in Nova Scotia. *Topics:* Management Committee; tourism development — general; tourism development — destination areas; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Energy Conservation Subsidiary Agreement
(04/07/78 to 31/03/83)
Description: This class covers information relating to minimizing the effects on employment and income bases resulting from increases in energy prices; creating employment and income opportunities; developing plans and programs for the Nova Scotia energy system; and enhancing employment opportunities while stimulating the development of a new development industry. *Topics:* Management Committee; energy system planning; energy opportunities; load management; industrial retrofitting; co-generation and new soft technology; pilot projects; testing service; public information; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Halifax Panamax Dry Dock Subsidiary Agreement
(01/04/80 to 31/03/85)
Description: This class covers information relating to providing important organizational framework to the port of Halifax; maintaining and supporting the development of new employment opportunities in the shipbuilding and ship repair sector of the provincial economy; and increasing the ability of the port of Halifax to attract new marine services. *Topics:* Management Committee; construction of Panamax Dry Dock; dock mooring and servicing facilities; ancillary equipment for ship repair and metal fabrication; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement
(07/06/80 to 31/03/88)
Description: This class covers information relating to enabling the company to employ the equivalent of an additional 1,850 persons; inducing the company to make new capital investment of approximately $400 million. *Topics:* Management Committee; expansion and establishment of Michelin facilities; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Pulp and Paper Modernization Subsidiary Agreement
(23/05/81 to 31/03/84)
Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in Nova Scotia and encouraging the adoption of improved environmental protection measures by the industry. *Topics:* Management Committee; evaluation; individual case files on incentives to corporations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Modernization of Facilities at the Sydney Steel Corporation
(01/04/81 to 31/03/84)
Description: This class covers information relating to securing basic operations, reducing operating costs, and improving productivity at Sydney, Nova Scotia. *Topics:* Management Committee; evaluation;

coke ovens; blast furnaces; open hearths; rolling mills; environment controls; services; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Ocean Industry Development Subsidiary Agreement
(24/07/81 to 24/07/86)

Description: This class covers information relating to encouraging the growth of medium to high technology ocean manfacturing and services industries; and providing support for applied research and technology transfer. *Topics:* Liaison Committee; sub-committees; federal program; provincial program; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Northwest Territories General Development Agreement

The objective of this agreement is to develop a comprehensive and co-ordinated strategy for socioeconomic expansion and diversification in the Northwest Territories, with emphasis on activities which will make ongoing contributions to residents of the Northwest Territories; to provide the opportunity for people of the Northwest Territories to assume an active role in the identification of development projects, so that a balance is achieved between wage-employment activities and those that support the traditional native economy; to establish a systematic approach towards providing people of Indian and Inuit ancestry with the opportunity to choose between a life based on traditional pursuits or on the wage economy, or a combination of the two; to provide necessary support for related social programs and physical development.

Interim Community Economic Development Subsidiary Agreement
(14/04/79 to 31/03/81)

Description: This class covers information relating to assisting individuals and communities to participate in community affairs and development opportunities, and assisting in the assessment, planning and development of resource-based and other opportunities for economic development. *Topics:* Management Committee; tourism; renewable resources; job rotations; community-based planning; economic development planning; economic development strategy; administration and review; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Ontario General Development Agreement

The functions of this agreement are to improve opportunities for productive employment and access to those opportunities, and to sustain existing employment opportunities in those areas and sectors of Ontario which, relative to other areas and sectors of the province, are in need of special measures in order to realize their development potential; to encourage socioeconomic development in those areas of the province requiring special initiatives to permit the residents to contribute to and participate in the benefits of economic development; and to reinforce policies and priorities of the province for regional development within Ontario insofar as they pertain to the areas and sectors of the province identified above.

Cornwall Area Subsidiary Agreement
(26/02/74 to 31/03/77)

Description: This class covers information relating to the creation of a long-term expansion in employment and income opportunities in the Cornwall area, and improving the rate of the area's growth. *Topics:* Management Committee; Eastern Industrial Park; canal lands development; West End Single Industry Site; tourist and recreation area; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northwestern Ontario Subsidiary Agreement
(23/05/74 to 31/03/79)

Description: This class covers information relating to increasing the number and range of viable employment opportunities available in Northwestern Ontario. *Topics:* Management Committee; community infrastructure; Road Construction Program; Study Program; Kenora Area Infrastructure; individual project case files under the Programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Dryden Development Infrastructure Subsidiary Agreement
(24/03/75 to 31/03/77)

Description: This class covers information relating to the improvement in community services required to enable the town of Dryden to support new population growth and to perform its role as a focal point and service centre for economic development in the Patricia Region. *Topics:* Management Committee; water system improvements; sewage system improvements; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Northlands Subsidiary Agreement
(07/07/75 to 31/08/77)

Description: This class covers information relating to reinforcing social and economic elements supportive of economic activity, and contributing directly to an improvement in the quality of life in all of Northern Ontario. *Topics:* Management Committee; life skills; teaching homemaker skills; recreation area; Identification of Manpower Adjustment Study; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northeastern Ontario Subsidiary Agreement
(25/03/76 to 31/03/82)

Description: This class covers information relating to projects directed towards reinforcing the policies and priorities of the province, and provision of financial assistance for approved projects aimed at alleviating restrictions to the economic and social development of key population centres. *Topics:* Management Committee; Sudbury Area; Parry Sound Area; Timmins Area; North Bay Area; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Single-Industry Resources Communities Subsidiary Agreement
(18/10/76 to 31/03/81)

Description: This class covers information relating to broadening the economic base of communities; creating alternative employment opportunities; improving the living environment; strengthening the urban structure and encouraging and sustaining long-term resource developments. *Topics:* Management Committee; Kimberly-Clark Area; White River; Hornespayne Town Centre; Long Lake No. 77 Community Infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, or this class of records can now be found in the Regional Offices of DRIE.

Community and Rural Resource Development Subsidiary Agreement
(07/12/77 to 31/03/83)

Description: This class covers information relating to strengthening the community structure of rural areas; improving the opportunities for long-term employment; and strengthening and diversifying the economic base of the rural areas by encouraging the development of alternative secondary industry. *Topics:* Management Committee; Upper Ottawa Valley; New Forests in Eastern Ontario; Kirkland Lake Area; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forest Management Subsidiary Agreement
(08/12/78 to 30/09/83)
Description: This class covers information relating to participation in measures to improve forest management, accelerated reforestation and private sector employment. *Topics:* Management Committee; forest access roads; silviculture camps; nursery expansion; soil survey; assessments; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Pulp and Paper Industry Facilities Improvement Subsidiary Agreement
(15/05/79 to 31/03/84)
Description: This class covers information relating to programs of incentives for the pulp and paper industry in Ontario, and promotion of policies which are supportive of good forest management, pollution abatement, and modernization. *Topics:* Management Committee; Pulp and Paper Mill Pollution-Abatement Program; Pulp and Paper Mill Modernization Program; Consulting and Professional Services Program; Public Information and Evaluation Program; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Eastern Ontario Subsidiary Agreement
(20/12/79 to 31/03/84)
Description: This class covers information relating to joint participation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; subcomittees; agricultural development; natural resource development; tourism development; rural employment incentives; rural industrial infrastructure; program analysis and review; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northern Rural Development Subsidiary Agreement
(02/03/81 to 31/08/84)
Description: This class covers information relating to joint particpation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; subcommittees; agricultural development; natural resource development; tourism development; rural employment incentives; rural industrial infrastructure; program analysis and review; evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Québec General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and consolidate employment in the traditional sectors; improve the standard of living, reinforce industrial and urban structure and promote the optimum development of the various regions; promote increased participation by the people of Québec in their own development in relation to the various regions of Canada.

Auxiliary Agreement — The Financing of the 1974-78 SIDBEC Expansion Plan
(15/03/74 to 31/03/78)
Description: This class covers information relating to the increase by the company of its production capacity; the rationalization of its production methods; the diversification of its products; Canada and Québec financial support in the form of grants. *Topics:* Development Committee; raw material; Contrecoeur; Montréal; other plants; administration services; executive offices; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Transport Development
(15/09/74 to 31/03/84)
Description: This class covers information relating to the establishment of various road, railway, maritime and air transport infrastructures in order to connect regions with strong growth potential, and to increase the level of industrial and commercial exchanges. *Topics:* Development Committee; Management Committee; Highway 30 from Bourcherville to Tracy; Route 138 between Sept Iles and Port-Cartier; Highway 10, 51 and 55 Sherbrooke-Drummondville; Highway 40 between Berthier and Pointe-de-Lac; Port Cartier Rail-Ferry; Routes 132 and 199; Highway 55 between Trois-Rivières and Shawinigan; Restoration of Route 117; Highway 70 between Alma and La Baie; Rapid Liaison between Montréal-Mirabel (A13 and A50); individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Industrial Infrastructures
(26/03/75 to 31/03/84)
Description: This class covers information relating to industrial development by providing the community facilities and services required to encourage and facilitate the establishment of new enterprises in various regions of the province. *Topics:* Management Committee; Development Committee; industrial parks; fishery parks; punctual interventions; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Forest Development
(26/03/75 to 31/03/84)
Description: This class covers information relating to the construction and improvement of forest access roads; intensive forestry development to maximize output per acre; the rationalization of timber allotment and the improved utilization of available timber; the improvement of competitive position of all parts of the forestry sector. *Topics:* Management Committee, Development Committee, access roads, silviculture and reforestation; studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Setting Up a Bleached Kraft Pulp Mill at St. Félicien
(21/04/76 to 31/03/80)
Description: This class covers information relating to the financing of the work program to enable Donohue St-Félicien Inc. to establish a bleached Kraft pulp mill at St-Félicien. *Topics:* Management Committee; Development Committee; St-Félicien Mill; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Agricultural Development
(29/03/76 to 31/03/82)
Description: This class covers information relating to the land reclamation on the Montréal Plain; land-use adjustment in the regions of eastern Québec, Saguenay-Lac-Saint-Jean, Chibougamau and Abitibi-Témiscamingue, as well as the gradual application of this program to other regions of the Province of Québec. *Topics:* Management Committee; Development Committee; land-use adjustment; reclamation of soils; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Mineral Development
(29/03/76 to 31/03/81)
Description: This class covers information relating to the activities to be carried out to encourage mineral development in Québec by financing a program to promote mineral and petroleum exploitation, access to resources, mineral research and the rational exploitation of resources. *Topics:* Management Committee; Development Committee; access to mineral resources; geoscientific studies —

mines; geoscientific studies — petroleum; valorization and development; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Industrial Studies
(29/03/76 to 31/03/77)
Description: This class covers information relating to obtaining outside personnel and services essential for the completion of studies providing elements for developing or implementing policies, programs or projects relevant to the industrial sector of Québec. *Topics:* Management Committee; Development Committee; industrial studies; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Industrial and Commercial Park (PICA) Mirabel Airport
(18/06/76 to 31/03/82)
Description: This class covers information relating to the establishment of and industrial airport complex integrating the whole range of activities of a modern airport and the various means of transportation converging on it. *Topics:* Development Committee; waste waters evacuation; physical development; Mirabel downtown; administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Water Treatment Facilities for the Montréal Area
(30/03/78 to 31/03/82)
Description: This class covers information relating to the supply of drinking water to the population of Montréal; future utilization of Rivière-des-Prairies, the Rivière des Mille-Iles and Lac Saint Louis for recreational purposes, and sewage treatment dumped into the river upsteeam of the Sainte-Thérèse Island. *Topics:* Management Committee; Development Committee; Phase I, Phase II; individual project case files under programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Tourism Development
(06/04/78 to 31/03/83)
Description: This class covers information to measure increases in the number of visitors to the province; further development of Québec's cultural and historical heritage; development of the wide range of attractions and diversity of its regions; and the setting up of organizational frameworks appropriate to the regions. *Topics:* Management Committee; Development Committee; tourism promotion; tourism parks; punctual projects; restoration of Place Royale; restoration of mills; modernization of museums; tourist stopovers; new open-air centres; development of holiday camps; congress centres; ski centres; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Public Infrastructure
(16/95/78 to 30/09/82)
Description: This class covers information relating to financial assistance to municipalities to enable them to pay for the public organizational framework essential to the execution of major industrial projects. *Topics:* Management Committee; Development Committee; Alma; La Baie; Saint-Félicien; Saint-Joseph-de-Beauce; Trois-Rivières; Gaspé; St-Henri de Lévis; Sainte-Marie-de-Beauce; Gagnon; Hauterive; Havre-Saint; Val-D'or; Grande-Rivière; Dolbeau; Pierre; Port-Cartier; Sacré-Coeur; Sept-Iles; Schefferville; Jonquière; Cacouna; Parent; Sainte-Agate-des-Monts; Havre-Saint-Pierre; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — The Modernization of the Pulp and Paper Industry
(15/05/79 to 31/03/84)
Description: This class covers information relating to the restoration of the competitive position of Québec's pulp and paper industry on the international market by encouraging it to invest in modernization, by reducing manufacturing costs by rationalizing processing activities, and by diversifying production by the installation of equipment for protecting the environment and conserving energy. *Topics:* Management Committee; Advisory Committe on Grants; budgetary increase; Sub-Committee on the Content of Canada and Québec; report on grants following the agreement; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement — Establishment of Newsprint Mill at Amos
(24/07/80 to 31/03/83)
Description: This class covers information relating to the establishment of a newsprint mill at Amos by Donohue-Normick Inc., and assistance to municipal corporations for setting up the required housing facilities. *Topics:* Management Committee; Development Committee; newsprint mill; housing facilities; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Auxiliary Agreement on the Société Inter-Port de Québec 1981-84
(03/07/81 to 31/03/84)
Description: This class covers information relating to the financial contribution of Canada and Québec to the administration of the Societé, and the financial contribution of Inter-Port to the acquisition and development of industrial land and the establishment of industrial projects. *Topics:* Management Committee; Development Committee; assessment; Inter-Port management; acquisition and development of industrial land; industrial projects; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Saskatchewan General Development Agreement

The objective of this agreement is to increase the aggregate economic growth of the provincial economy in order to increase employment opportunities; encourage balanced growth between rural and urban centres and help ensure a continuing, vibrant, dynamic society; to preserve and enhance the value of the province's natural resources and optimize the value added from the processing and manufacturing of these resources; to diversify the province's economic base to reduce its dependency on primary production and thereby help stabilize the provincial economy; to increase the number, range and type of employment opportunities within the province in order to more effectively utilize the human resources of Saskatchewan; and to increase the opportunities for people in northern Saskatchewan to participate in the social, cultural and economic life of the province.

Iron, Steel and Other Related Metal Industries Subsidiary Agreement
(04/07/74 to 31/03/79)
Description: This class covers information relating to enhancing the viability of the existing iron and steel industry, and expanding and diversifying iron and steel production in Saskatchewan. *Topics:* Steel Implementation Committee; Steel Development Group; iron ore exploration; related studies and administration costs; direct and reduction plant; development and expansion of steel facilities; foundries and related metal industries; infrastructure; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Mineral Exploration and Development in Northern Saskatchewan Subsidiary Agreement
(21/06/74 to 31/03/78)
Description: This class covers information relating to accelerating

economic development, creating new job opportunities and increasing investment opportunities by encouraging utilization of the province's mineral resources. *Topics:* Management Committee; regional mineral resource planning; La Ronge-Wollaston Base Metal Exploration, Iron Ore Exploration; uranium exploration; industrial minerals exploration; reconnaissance geoscience surveys; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Saskatchewan Northlands Subsidiary Agreement
(01/04/74 to 31/03/77)

Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development; and encouraging the development of natural resources and providing the local residents with an opportunity to continue their own way of life. *Topics:* Management Group; human development and community services; resources and community economic development; transportation and communications; implementation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning Subsidiary Agreement
(01/04/74 to 31/03/77)

Description: This class covers information relating to studies for the identification and analysis of economic and socioeconomic development opportunities, and the development of strategies, programs and subsidiary agreements. *Topics:* Management Committee; Studies — 1974-75 fiscal year; Studies — 1975-76 fiscal year; Studies — 1976-77 fiscal year; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Qu'Appelle Valley Subsidiary Agreement
(01/04/74 to 31/03/84)

Description: This class covers information relating to increasing the long-term productivity of the recreation and tourism resource base; increasing the benefits from utilization of this resource base and improving the management of the land and water resources of the Qu'Appelle Valley. *Topics:* Management Board; environmental improvement and management; tourism and recreation development; implementation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Expand Facilities Used by Canadian Western Agribition and Mexabition Subsidiary Agreement
(23/06/77 to 31/03/79)

Description: This class covers information relating to the diversification of western agricultural production into livestock; the insurance that the western Agribition continues to grow; and improvement of Regina's capability to host trade shows and demonstrations. *Topics:* Management Committee; construction, conversion and major improvements; individual projects case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Mineral Development Subsidiary Agreement
(01/04/78 to 31/03/80)

Description: This class covers information relating to the evaluation of areas of the province identified in the 1974-78 program as requiring more work; and undertaking basic geoscientific activities and new projects related to the mineral industry and northern development. *Topics:* Management Committee; mineral resource planning; geoscience surveys; Peat Resource Study; metallogenic studies; and resource evaluation; underwater scintillometry; report compilation and printing; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northlands Subsidiary Agreement
(01/04/78 to 31/03/83)

Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development while encouraging the development of natural resources, and providing the northern residents with an opportunity to continue their own way of life. *Topics:* Management Board; economic and resource development; human development; transportation and communication development; implementation, program review and assessment; public information and consultation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Forest Development Subsidiary Agreement
(17/05/79 to 31/03/82)

Description: This class covers information relating to the long-term development of the forest industry; the identification of industrial opportunities in forestry; the conduct of market and feasibility analyses; the application of known technology to existing or new industrial applications; the upgrading of forest management and silvicultural practices; the planning for development of commercial forest areas; the improvement of the cost competitiveness of the industry, and increasing total utilization of the forest resource. *Topics:* Management Board; opportunity identification and technological advancement; forest management and silvicultural practices; forest harvesting logistics and productivity improvement; implementation, evaluation and public information; individual projects case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Productivity Enhancement and Technological Transfer in Agriculture Subsidiary Agreement
(17/05/79 to 31/03/82)

Description: This class covers information relating to the broadening and diversifying of the agriculture base of the province; transferring of technology from applied research to farm production; improving the efficiency of production and conversion of crops; and increasing the level of value-added processing of crops and meats. *Topics:* Management Board; crop diversification and technology transfer; productivity improvement; program development, public information and evaluation; individual project case files under the program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement
(01/04/79 to 31/03/82)

Description: This class covers information relating to improving the effectiveness of future water-management activities, providing analysis of the availability of and requirements for water; undertaking the construction of water supply and delivery schemes; and reviewing and improving existing flood forecasting, warning and emergency activity programs. *Topics:* Management Group; water management activities; water supply; flood-damage reduction; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Planning 1979-84 Subsidiary Agreement
(01/04/79 to 31/03/84)

Description: This class covers information relating to the undertaking of studies for the identification and analysis of economic and socioeconomic development opportunities and the development of strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; economic opportunity studies; urban social adjustment studies; community planning and mapping studies; core redevelopment studies; individual project case files under the programs. *Special Access Note:* Portions,

or all, of this class of records can now be found in the Regional Offices of DRIE.

Canada-Yukon Territory General Development Agreement

The objective of this agreement is to develop a comprehensive and co-ordinated strategy for socioeconomic expansion in the Yukon, to provide the opportunity for Yukon people to participate fully in determining their own priorities, and to assume an active role in the planning and implementation of development projects; to establish a rational and systematic program of development which will ensure the viability of the Yukon economy; and to put into effect socioeconomic development programs which will promote greater certainty and permanence in the Yukon economy, and to develop measures aimed at improving the position of native people and other disadvantaged groups in the Yukon economy.

Renewable Resource Development Subsidiary Agreement (04/04/79 to 31/03/82)
Description: This class covers information relating to ensuring the orderly development of Yukon resources and the participation by residents in the advantages of economic and employment opportunities associated with this development. *Topics:* Management Committee; renewable resource information and analysis; tourism and recreation facilities; resource development corporations; monitoring and evaluation; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Interim Tourism Development Subsidiary Agreement (14/02/80 to 31/03/82)
Description: This class covers information relating to diversification and stabilization of the Yukon economy through increased emphasis on the present tourism industry and the creation of additional employment opportunities and increased income from the further development of the tourism industry. *Topics:* Management Committee; tourism development; research and planning; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Fund For Rural Economic Development Program (FRED)

This comprehensive rural development program consists of several development projects designed to promote the social and economic development of a special rural development area and to increase income and employment opportunities and raise living standards in the area, and to make provision for participation by residents of the area in the carrying out of the program.

Prince Edward Island Comprehensive Development Plan (07/03/69 to 31/03/84)
Description: This class covers information relating to the creation of conditions in which the people of Prince Edward Island can develop their own economic enterprises, raise per capita income and local equity, and create jobs while maintaining the unique island environment. *Topics:* Evaluation; Joint Federal-Provincial Advisory Board; management group; agriculture; land use planning; surveying, mapping and land titles; soil and water; tourism and recreation; voluntary institution support services; forestry; fisheries; primary and secondary education; post-secondary education; adult education and vocational training; housing; transportation; urban services and development; resources highways; collector highway; conversion of single-phase power transmission; industrial waste disposal and water supply; manufacturing and processing; market development and short term credit; supply of power; administrative development; government staff development and training; public education, counselling and community involvement; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Mactaquac, New Brunswick, Development Plan 1966-1976
Description: This class covers information relating to the development of recreational facilities and forestry by attracting private capital and assisting in vocational and technical training; and the development of a service and resource centre on the north bank of the Saint John River. *Topics:* Federal-Provincial Committee; provincial government schools; counselling; land bank; resource management; recreation; townsite development-Nackawick; industrial site development administration; individual project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Northeast New Brunswick Development Plan 1966-1976
Description: This class covers information relating to the creation of new productive jobs in industries such as forestry, fisheries, mining and tourism, and the provision of assistance for social adjustment through improvements in educational facilities and training programs, housing, municipal and industrial organizational frameworks, and transportation facilities and services. *Topics:* Federal-Provincial Committee; manpower skill training; general counselling; Land Use Adjustment; housing; farm land improvement; fisheries development; transportation; recreation; employment opportunities; industrial development services; employment development activities; industrial infrastructure; education; urbanization; social adjustment services; land ration, consolidation and development; administration, evaluation and public information; ongoing programs; programs under the original agreement; land use; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Development Plan for the Region of the Lower St. Lawrence, Gaspé and the Magdalen Islands
Description: This class covers information relating to the modernization of the basic traditional sectors; agriculture, fishing and forestry; the creation of new dynamic activities to absorb the manpower freed by the modernization of traditional sectors; the placing of infrastructure and a coherent institutional framework adapted to the requirements of a concrete policy for regional development. *Topics:* Development Committee; land rearrangement; improvement of agricultural administration; production development; secondary rationalization; forestry rearrangement; purchases of seigniory and concession rights; forestry restoration and retimbering; development of fishing centres; fishing development; co-ordination group; mine access roads; mining exploration; tourist stations and halting-places; reception structures; salmon rivers, tourist and cultural development, development of regional trade, industrial parks; artisans; organization of urban structures; urban infrastructure; housing aid; tourist road system; regional road system; ferry boards; transport study; rehabilitation and valorization; urban incitement; health equipment and social services; performance structure; consultation; evaluation and programming; civil servant training. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Manitoba Interlake Development Plan (16/05/67 to 31/03/77)
Description: This class covers information relating to the improvement of education facilities, providing adjustment programs for agriculture and fisheries and development of some of the infrastructure of the area. *Topics:* Area Development Boards; education; manpower; agriculture; fisheries; roads; recreation; industrial park (Selkirk); evaluation; water control; farm water services; land clearing and adjustment; Interlake veterinary clinics; training; project case files under the programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Special Areas Agreements Program

The program acts as an indirect inducement to draw industry to existing and potential regional growth centres by providing the infrastructure requirement to make these centres more attractive locations.

Newfoundland Special Areas and Special Highways Agreement
Description: This class covers information relating to the provision of infrastructures and social adjustments in designated slow-growth areas of the province of Newfoundland. *Topics:* Liaison Committee; St. John's; Come-by-Chance; Burin; Grand Falls — Gander; Stephenville; Corner Brook; Hawke's Bay — Port au Choix; Happy Valley; roads outside special areas; special highways; individual project case files. *Special Access Note:* Portions, or all, of this class or records can now be found in the Regional Offices of DRIE.

Nova Scotia Special Areas and Special Highways Agreement
Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Nova Scotia. *Topics:* Liaison Committee; Strait of Canso; Halifax — Dartmouth; highways; special highways; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

New Brunswick Special Areas Agreement (03/04/70 to 31/12/76) and Special Highways Agreement (01/04/71 to 31/03/75)
Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of New Brunswick. *Topics:* Liaison Committee; Moncton; Saint John; highways; special highways; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Agreement with the Province of Québec Regarding Special Areas
Description: This class covers information relating to agreements conceived in order to carry out the programs of social recovery and the placing of infrastructures in designated slow-growth areas of Québec. *Topics:* Liaison Committee; Development Committee; Saint-Scholastique — New International Airport of Montreal area; Saguenay — Lake St. John; Québec City; Trois-Rivières; Sept-Iles — Port Cartier; individual project files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Manitoba Special Areas Agreement
Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Manitoba. *Topics:* Liaison Committee; The Pas; street construction; sewer and water; fire protection; schools; public buildings; roads; housing; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Saskatchewan Special Areas Agreement
Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Saskatchewan. *Topics:* Liaison Committee; Meadow Lake; individual project files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

Alberta Special Areas Agreement
Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Alberta. *Topics:* Liaison Committee; Lesser Slave Lake; individual project case files. *Special Access Note:* Portions, or all, of this class of records can now be found in the Regional Offices of DRIE.

RESTRICTIVE TRADE PRACTICES COMMISSION

Chapter 83

RESTRICTIVE TRADE PRACTICES COMMISSION

RESTRICTIVE TRADE PRACTICES COMMISSION
(RTP)

CHAIRMAN

COMMISSIONER
(COM)

005 General Enquiries on All Products and Services (Section 47)
010 Enquiries under Part IV.1 of the Act (Court of Record)

ACCESS TO INFORMATION
CO-ORDINATOR
RESTRICTIVE TRADE PRACTICES
COMMISSION
359 KENT STREET, 3RD FLOOR
P.O. BOX 336
POSTAL STATION A
OTTAWA, ONTARIO
K1N 8V3

RESTRICTIVE TRADE PRACTICES COMMISSION

Background

The Restrictive Trade Practices Commission (RTPC) is one of the two entities established by the *Combines Investigation Act* to carry on the federal government's anti-combines work, the other being the Director of Investigation and Research, Department of Consumer and Corporate Affairs. With the exception of certain functions under the *Shipping Conferences Exemption Act*, all the present functions of the Commission are specified in the *Combines Investigation Act*.

Overall Responsibilities

As an administrative tribunal, the Commission's function is to appraise and report on statements of evidence related to enquiries which may be transmitted to it by the Director of Investigation and Research. Part IV.1 of the *Combines Investigation Act* conferred a quasi-judicial function upon the Restrictive Trade Practices Commission and, for the purposes of that part, made it a Court of Record.

Access Procedures

Formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Restrictive Trade Practices Commission
359 Kent Street, 3rd Floor
P.O. Box 336
Postal Station A
Ottawa, Ontario
K1N 8V3
Telephone: (613) 992-0274

Secretariat

The Commission acts as a fact-finding and reporting body, and as a Court of Record under the *Combines Investigation Act* (investigation of combines, monopolies, trusts and mergers). The Commission considers evidence submitted to it by the Director of Investigation and Research (see Bureau of Competition Policy, Consumer and Corporate Affairs Canada) and holds hearings where both sides present their arguments. The Commission then reviews and appraises the evidence and material submitted, recommends remedies, and reports to the Minister of Consumer and Corporate Affairs Canada. As a Court of Record, the Commission may issue orders of an appropriate nature.

Manuals

- RTPC Rules and Regulations — describes practices and procedure in proceedings under Part IV.1

Classes of Records

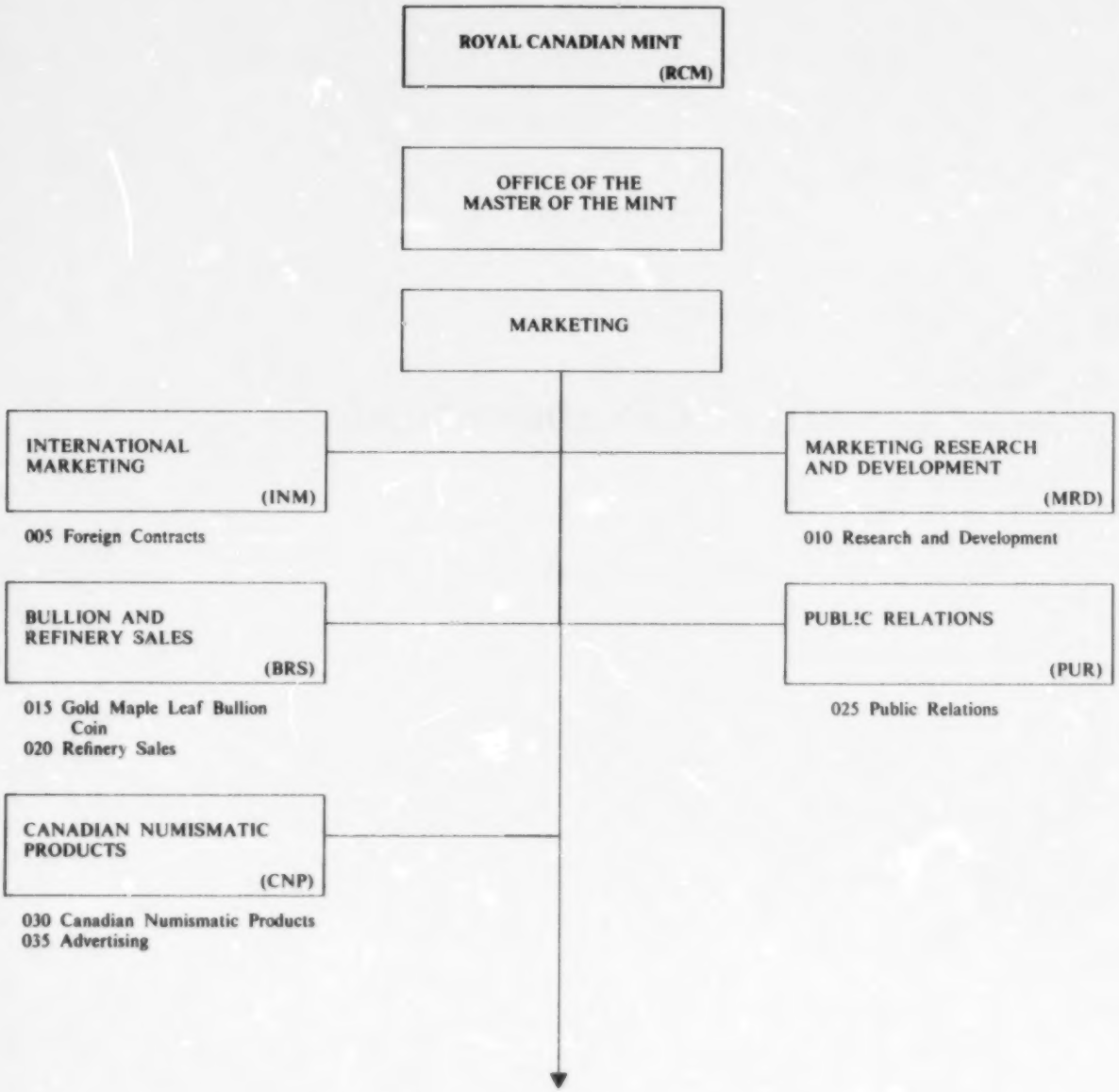
RTP/COM-005 *Formerly Identified as:* RTPC-10
General Enquiries on All Products and Services (Section 47)
Description: Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

RTP/COM-010 *Formerly Identified as:* RTPC-20
Enquiries under Part IV.1 of the Act (Court of Record)
Description: Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

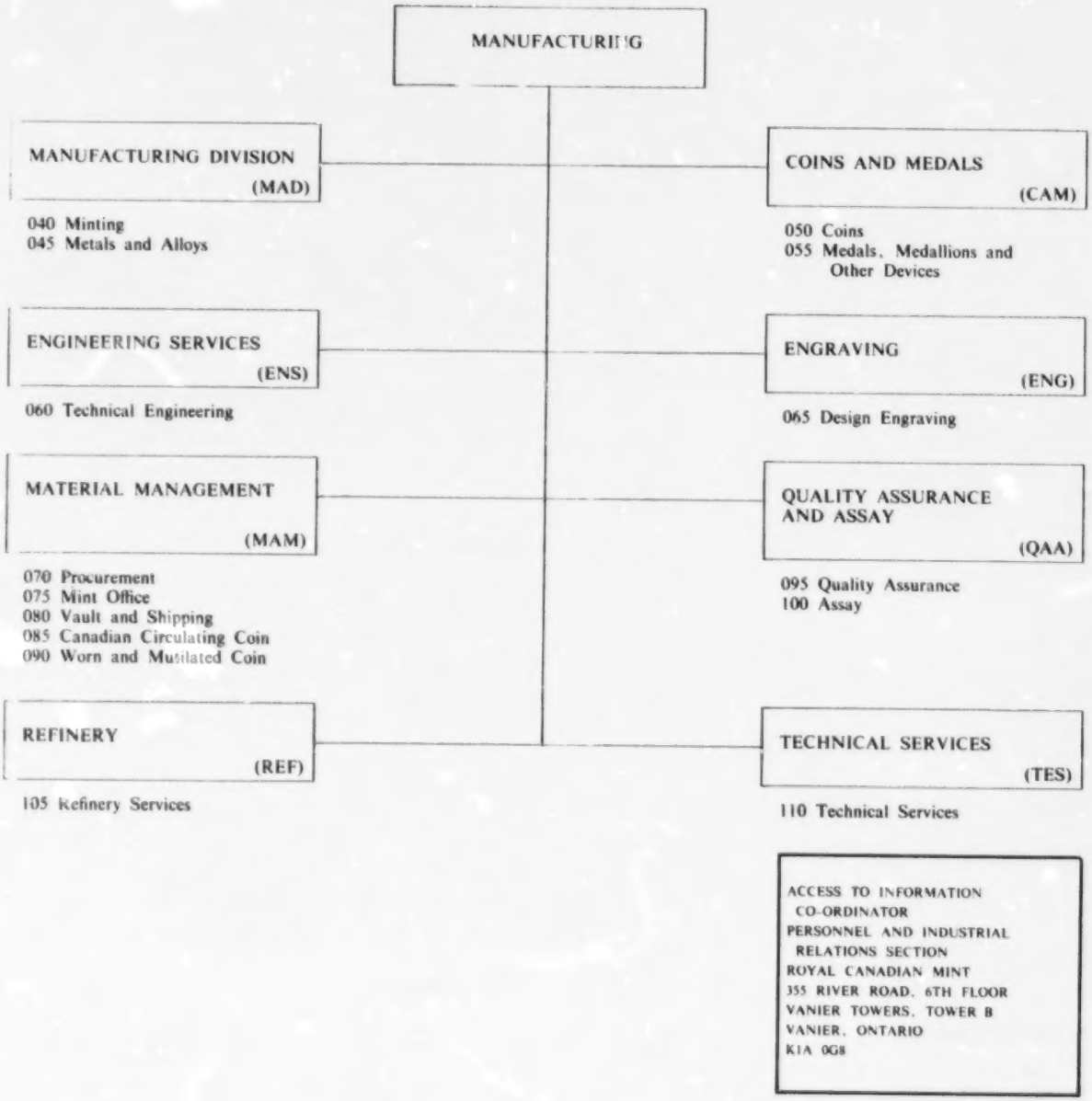
ROYAL CANADIAN MINT

Chapter 84

ROYAL CANADIAN MINT



ROYAL CANADIAN MINT



ACCESS TO INFORMATION
CO-ORDINATOR
PERSONNEL AND INDUSTRIAL
RELATIONS SECTION
ROYAL CANADIAN MINT
355 RIVER ROAD, 6TH FLOOR
VANIER TOWERS, TOWER B
VANIER, ONTARIO
K1A 0G8

ROYAL CANADIAN MINT

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown corporation. Its head office is in Vanier, Ontario; its three plants are located in Ottawa Hull, and Winnipeg.

Overall Responsibilities

The Mint's primary purpose is to produce and arrange for the production and supply of coin currency in Canada. It also competes in the international circulation and numismatic coin markets against other national or private mints to produce coins of countries other than Canada, and operates a refinery to melt, assay and refine gold, silver and other metals. Over the years, the Mint has won a significant number of international contracts.

The Mint's activities include the production of blanks, coins, metals, medallions, tokens and dies. It maintains a staff competent in the various minting processes, so that it can treat precious metals and produce any coin size, in most shapes and finishes, including proof, brilliant, uncirculated or circulated. The Mint is known throughout the industry for its advanced technology and high standards of quality, and has been commended by the numismatic community for its craftmanship and the quality of its commemorative and numismatic coins.

Organization

The Mint operates in much the same way as a private company. The principal officer of the Mint is the Master (president and chief executive officer); executive control is vested in the board of directors. The Master is also a member of the board of directors. The Royal Canadian Mint reports to the government through the Minister of Supply and Services.

The Master is supported by a vice president for each of the three divisions: Administration and Finance, Marketing, and Manufacturing. The Marketing Division comprises four units: International Marketing, Bullion and Refinery Sales, Public Relations, and Numismatic Products. The Manufacturing Division also consists of four units: Engineering, Engraving, and the plants in Ottawa and Winnipeg. The two plants also operate Technical Services. Quality Assurance, and Production sections; in addition, the Ottawa plant operates the Material Management section and the Refinery.

General Information

Any current information on the Royal Canadian Mint can be obtained by contacting

Public Relations Section
Royal Canedian Mint
355 River Road, 5th Floor
Vanier Towers, Tower B
Vanier Ontario
K1A 0G8
Telephone: (613) 993-0310 or 993-2239

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Personnel and Industrial Relations Section
Royal Canadian Mint
355 River Road, 6th Floor
Vanier Towers, Tower B
Vanier Ontario
K1A 0G8
Telephone: (613) 993-1249

Marketing

This division is responsible for planning, organizing and directing sales of Mint products and services in both domestic and foreign markets It develops sales strategies and marketing activities, prepares sales forecasts and is responsible for obtaining the necessary contracts to keep the Manufacturing Division working at full capacity.

Manuals

- Corporate Policies Manual — gives commercial policies and guidelines on procedures covering agreements with sales agents and preparations of quotations for production contracts
- Detailed Product Specifications — provides specifications o each product

International Marketing

This unit contacts foreign countries in an effort to produce contracts for the manufacture of their domestic coin and numismatic products.

Marketing Research and Development

This unit develops new product and service opportunities and new markets for medals, tokens, and trade dollars for the Mint.

Bullion and Refinery Sales

This unit plans, organizes, directs and controls the marketing activities of the Bullion and Refinery Sales.

Manuals

- Ontario Mineral Policy Background Paper No. 12 (general viewing)

Public Relations

This unit plans, organizes and directs the Mint's public information program. It informs the public on policies and programs of the Mint; supervises press relations nationally and internationally; and is responsible for the compilation, editing, and publishing of the Royal Canadian Mint Annual Report.

Canadian Numismatic Products

This unit plans, organizes and directs all Canadian numismatic programs and sales by developing short and long range objectives. It develops and recommends marketing policies for Mint products, and assists in the national and international promotion of Canadian numismatic programs; has direct worldwide liaison with coin distributing agents and dealers; and co-ordinates the coin design program for each new Canadian numismatic coin. This division in also responsible for the advertising campaigns for the Canadian numismatic programs.

Manufacturing

Manufacturing Division

This division produces Canadian circulation coinage, and Canadian numismatic coins for sale to collectors Foreign circulation and numismatic coins are also produced, as well as medals and trade dollars, all under a competitive bidding process. In addition the Ottawa plant operates the Mint's refinery, which refines precious metal for mines, jewellers, banks and other institutions, both Canadian and foreign.

Coins and Medals

This unit manufactures all coins, medals, tokens, trade dollars, and blanks produced by the Mint for Canada and, by contract, for foreign countries. It also produces some of the metal alloys used in minting such as bronze, cupronickel, tombac, and 500 fine silver.

Engineering Services

This unit provides advice on equipment; maintains liaison with the Department of Public Works and outside contractors on repairs and alterations to buildings; proposes plans, specifications and drawings for equipment fabrication, installation and layout; designs toolings required in manufacturing; and provides product specifications.

Manuals

- Quotation Specifications — provides details to quote on domestic and foreign contracts
- Detailed Product Specifications — provides specifications for all coins and medals

Engraving

This unit provides the designs, models, casts, and reductions used for punch production, and related photographic and display work. Models of effigies, coats of arms and other designs are rendered in plasticine from the original drawings. Punches and dies are engraved with th utmost care for precision and detail to ensure the artistic quality of the final product.

Manuals

- Operating instructions for various reducing machines — provides instructions for ratio extraction

Material Management

This section has responsibilities in many areas:

- receiving weighing and recording shipments of rough gold and silver bullion from mines and prospectors and jewellery from jewellers and manufacturers; calculating, n the basis of the assay result, the amount of fine gold and silver in these shipments, and recording data; and co-ordinating gold transactions and shipping the fine product.
- assembling, packaging and shipping numismatic products to distributing agents and dealers, and to customers who have ordered through the mail to the Numismatic Orders Processiong section.
- receiving weighing, and recording shipments of precious metal blanks; controlling the quantities of processed coins and inventories of coins.
- ordering, receiving, weighing, and recording both raw and manufactured material as well as packaging material purchased by the Mint for production purposes.
- the receipt, control, and issue of finished Canadian circulating coins; for the preparation of shipments of coin to the principal cities in each province on instructions from the Bank of Canada; for the receipt and payment of worn and mutilated coin returned by the Bank of Canada.

Quality Assurance and Assay

Quality Assurance maintains quality standards and performance of equipment; ensures that all incoming materials meet standards and specifications; inspects all work in-progress and finished articles to control the quality of the products of the Mint; performs metallurgical investigation in the heat treating of different metals.

Assay performs assays of: bullion scrap jewellery and fine gold; fine and standard silver silver and alloyed coins; coinage bars; refinery sweep; commercial gold and silver under the *Precious Metals Marketing Act*; and suspect counterfeit coins. The analytical laboratory performs chemical and metallurgical analyses and assists various departments with problems of an analytical nature; electro-plates gold or silver on medals, etc; prepares and standardizes gold or silver trial plates; and processes control work in production of coins.

Refinery

This unit refines newly mined gold bullion received from Canadian mines. Subsidiary functions are to refine jewellery scrap, placer deposits, fused metals and worn coin received from the Bank of Canada and silver bearing materials received from various sources. The materials recovered from the precipitator are sold as sweep. Also forming part of the sweep are all pots, crucibles, etc., which are crushed into dust.

Technical Services

This unit is responsible for all maintenance, repairs, and installation of new and existing equipment as well as building-related repairs and services. It is also responsible for the manufacture of coining dies, collars, and tooling.

Classes of Records

RCM/INM-005 *Formerly Identified as:* RCM-10
Foreign Contracts (Revised)
Description: Information on th procurement and fulfillment of contracts with foreign countries for the manufacture of their domestic coin and numismatic products. *Topics:* Commemorative and domestic coins; special coin programs; medals and medallions; tokens; jewellery; trade dollars.

RCM/MRD-010 *Formerly Identified as:* RCM-20
Research and Development (Revised)
Description: Research reports on present and future markets for Mint products and services. *Topics:* Coins; medals; tokens; trade dollars; studies; reports; surveys.

RCM/BRS-015 *Formerly Identified as:* RCM-30
Gold Maple Leaf Bullion Coin
Description: Information on the manufacture of the Gold Maple Leaf bullion coin and the promotion of this special program. *Topics:* Advertising marketing production; retailing; sales.

RCM/BRS-020 *Formerly Identified as:* NO REFERENCE
Refinery Sales (New)
Description: Information on negotiations with Canadian and foreign mines and precious metals dealers of contracts for the refining services of the Royal Canadian Mint. *Topics:* Gold and silver bullion; gold bars; granulated gold and silver.

RCM/PUR-025 *Formerly Identified as:* RCM-40
Public Relations
Description: Information on the administration of public affairs and relations, and publicity both nationally and internationally; research data on countries cities and events for public relations activities. *Topics:* Exhibits; fairs; films and slides; photographs; portable displays; postcards; press conferences; press releases; launches; annual report; reports and surveys.

RCM/CNP-030 *Formerly Identified as:* RCM-50
Canadian Numismatic Products
Description: Information on the design, production, marketing, and distribution of Canadian numismatic products and transactions between the Mint and its distributing agents and dealers. *Topics:* Canadian and foreign distrubuting agents and dealers; contract cost comparisons; requirement forecasts sales records; correspondence with Canadian artists; coin designs; coin design committees.

RCM/CNP-035 *Formerly Identified as:* NO REFERENCE
Advertising (New)
Description: Newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian numismatic coin programs worldwide. *Topics:* Advertisements; cost comparisons; budget; brochures; posters; counter cards.

RCM/MAD-040 *Formerly Identified as:* RCM-60
Minting (Revised)
Description: Information on minting operations, new processes and machinery, studies and surveys patent rights and registrations. *Topics:* Patent rights and licenses; permission to use copyright material; counterfeit coins; defacement of coins; coin facsimiles; reports and surveys.

RCM/MAD-045 *Formerly Identified as:* RCM-100
Metals and Alloys
Description: Information on the use of metals, precious metals, and alloys in Mint production.

RCM/CAM-050 *Formerly Identified as:* RCM-80
Coins (Revised)
Description: Information on the cutting and weighing of the blanks; striking and processing domestic and numismatic coins. *Topics:* Melting; rolling; blanking; rimming; annealing; striking; examining; telling.

RCM/CAM-055 *Formerly Identified as:* RCM-90
Medals, Medallions, and Other Devices
Description: Information on cutting, striking, and processing of medals, medallions and other devices such as tokens, trade dollars, jewellery, and blanks to the required diameter, alloy and weight for domestic and foreign clients.

RCM/ENS-060 *Formerly Identified as:* RCM-110
Technical Engineering
Description: Information on the design, construction and maintenance of machines and tooling implements; repairs and alterations of buildings; product specifications; plans and drawings.

RCM/ENG-065 *Formerly Identified as:* RCM-120
Design Engraving
Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals, etc. *Topics:* Badges coins; dies; drawings; equipment; medals; metrication; symbols.

RCM/MAM-070 *Formerly Identified as:* RCM-160
Procurement (Revised)
Description: Information on the ordering, receiving, and control of raw and manufactured materials and supplies machinery, metals and precious metals, blanks and packaging materials, all of which are used in the manufacturing process of Mint products. *Topics:* Gold, silver, other metals such as copper nickel, bronze; packaging requirements; purchase orders; suppliers.

RCM/MAM-075 *Formerly Identified as:* NO REFERENCE
Mint Office (New)
Description: Information on the procedures for receiving and processing precious metal bullion; co-ordinating gold transactions between the Mint and mines, jewellers and manufacturers. *Topics:* Gold and silver bullion receiving; fine gold and silver storage; shipping of fine products.

RCM/MAM-080 *Formerly Identified as:* RCM-160
Vault and Shipping (Revised)
Description: Inventories and control of issue of finished numismatic coins and coin sets; assembling, packaging, and shipping of numismatic products.

RCM/MAM-085 *Formerly Identified as:* NO REFERENCE
Canadian Circulating Coin (New)
Description: Control and issue of Canadian circulating coin to banks on instruction from the Bank of Canada.

RCM/MAM-090 *Formerly Identified as:* RCM-80
Worn and Mutilated Coin (Revised)
Description: Shipments received from banks of fused and mutilated coin; submissions to refinery for melting.

RCM/QAA-095 *Formerly Identified as:* RCM-140
Quality Assurance (Revised)
Description: Information concerning quality standards of Mint products; metals stress testing testing quality of production supplies and materials. *Topics:* Numismatic products; precious metals, metals, and metal alloys; blanks; dies; tooling.

RCM/QAA-100 *Formerly Identified as:* RCM-140
Assay (Revised)
Description: Information on the testing of bullion, jewellery, refined gold and silver to determine the quality of precious metals present; analyses of chemicals and metals.

RCM/REF-105 *Formerly Identified as:* RCM-170
Refinery Services (Revised)
Description: Information concerning the receipt weighing, and refining of precious metal bullion scrap jewellery, placer deposits, and fused metals; accumulation and sale of sweeps.

RCM/TES-110 *Formerly Identified as:* RCM-110
Technical Services (Revised)
Description: Information relating to repairs and maintenance of machinery and equipment, utilities, building renovations and maintenance, and the manufacture of dies and tooling used in the mi ting processes. *Topics:* Trades such as carpentry blacksmithing, electricity, plumbing, tool and die making.

Deleted Classes of Records

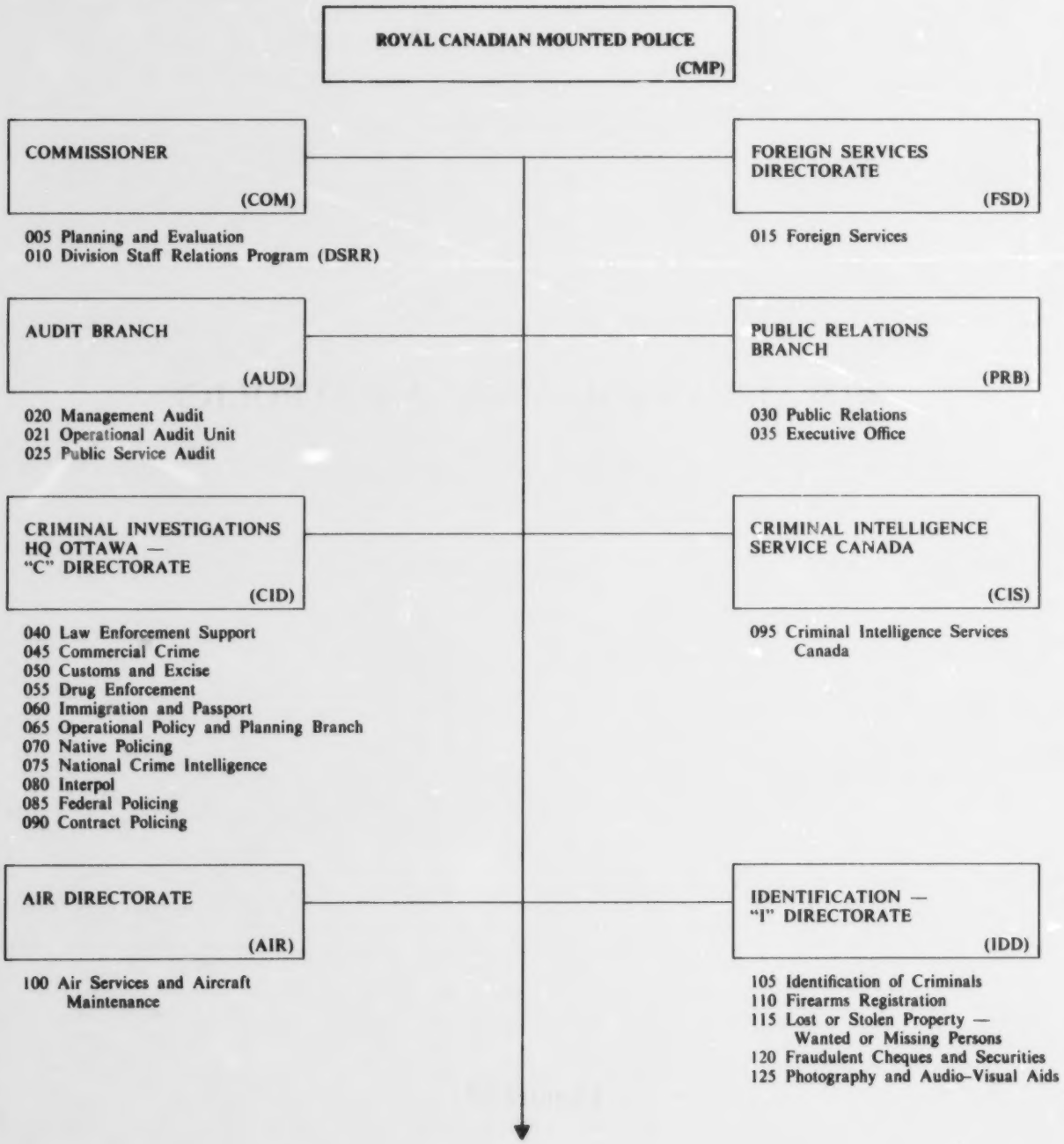
The following classes of records have been deleted because the information has been transferred to other classes of records.

RCM-70 Production
RCM-130 Technical Services Methods
RCM-150 Production Materials and Products

ROYAL CANADIAN MOUNTED POLICE

Chapter 85

ROYAL CANADIAN MOUNTED POLICE



ROYAL CANADIAN MOUNTED POLICE

LABORATORIES — "L" DIRECTORATE (LAB)

130 Laboratory Services
135 Scientific and Technical Services

PROTECTIVE POLICING — "P" DIRECTORATE (PRO)

150 Airport Policing
155 VIP Security
160 Security Engineering
165 Security Systems

TRAINING — "N" DIVISION (TRN)

235 Public Relations and Ceremonial Services
240 Canadian Police College

OPERATIONAL DIVISIONS (OPD)

260 Planning
265 Police Community Relations and Crime Prevention
270 Commercial Crime
275 Customs and Excise
280 National Crime Intelligence Services
285 Immigration and Passport
290 Drug Enforcement
295 General Investigation Services
300 Airport Policing
305 General Detachment Policing
310 Law Enforcement Support
315 VIP Security
320 Security Engineering
325 Security Systems
330 Crime Index Services
335 Identification Services
340 Telecommunications Services
345 Native Policing

INFORMATION ACCESS — "F" DIRECTORATE (AIP)

140 Policy and Research
145 Disclosures

RECORDS SERVICES — "V" DIRECTORATE (RSV)

170 Systems Analysis and Programming
175 Software Engineering
180 Systems Integration
185 Systems Research and Planning
190 Computer Operations
195 Liaison Services
200 Communications Security
205 Network Services
210 Telecommunications Development and Research
215 Telecommunications Engineering
220 Canadian Police Information Centre (CPIC)
225 Records Management
230 Information Systems Management

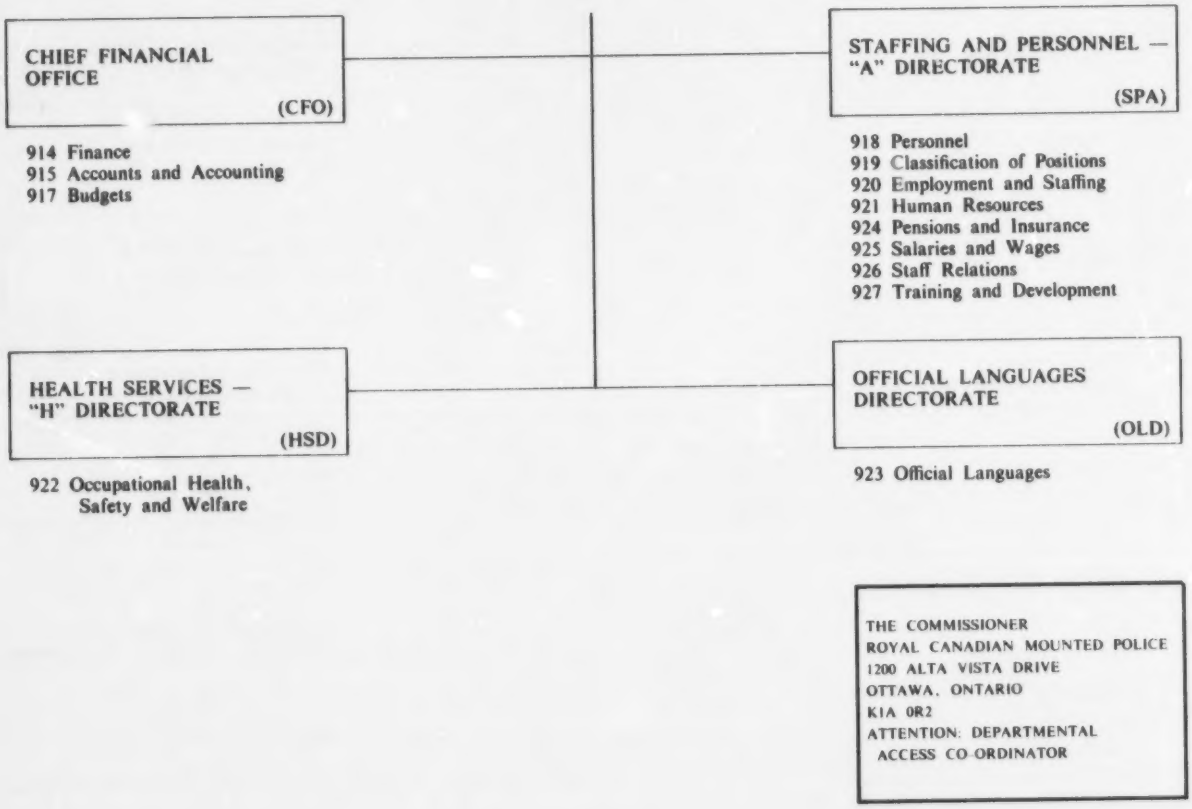
DEPOT DIVISION (DEP)

245 Academic Subjects
250 Physical Subjects
255 Armourer

SUPPLY AND SERVICES — "S" DIRECTORATE (SSD)

901 Administration
905 Buildings and Property
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicle, Ship, Boat and Aircraft Accidents

ROYAL CANADIAN MOUNTED POLICE



Background

The Royal Canadian Mounted Police (RCMP) was originally formed in 1873, under an Act of Parliament. In accordance with the present *RCMP Act*, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the Force.

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of the provincial governments. The RCMP has contract agreements with the two territories and all provinces (except Ontario and Québec) to enforce criminal, territorial and provincial laws pursuant to Section 20 of the *RCMP Act*.

Organization

Headquarters of the RCMP is in Ottawa. The Royal Canadian Mounted Police consists of 16 divisions. Each division is managed by a commanding officer. There are 13 operational divisions divided into 48 sub-divisions and 709 detachments located in all provinces and the territories. These divisions are alphabetically designated, with the headquarters for each located in its respective provincial or territorial capital, except for "A" which is in Ottawa and "C" which is in Montréal. Under the Commissioner, functional direction is provided by three deputy commissioners in charge of Administration, Criminal Operations and Canadian Police Services respectively.

Specialized support is offered to the 13 operational divisions by air, marine and laboratory services. The remaining three divisions are "HQ" and "N", located at Ottawa and Rockcliffe, Ontario, respectively and Depot Division located at Regina, Saskatchewan.

The RCMP Academy (recruit training) is located at Depot Division in Regina. "N" Division comprises the Canadian Police College, the Musical Ride and the Band. HQ (Ottawa) consists of the Commissioner's office and secretariat, directorate policy and co-ordinating centres, and specialized support services such as the forensic laboratory, the Canadian Police Information Center, and the Foreign Services Directorate which has responsibilities for activities of RCMP members stationed abroad.

Major Publications

Informal Access to Manuals

Informal access to examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police will be provided by the Ministry of the Solicitor General, 340 Laurier Avenue West, Ottawa, and the Divisional Headquarters located at the following points:

306 Charter Avenue
Pleasantville, Newfoundland

3139 Oxford Street
Halifax, Nova Scotia

Woodstock Road
Fredericton, New Brunswick

450 University Avenue
Charlottetown, Prince Edward Island

4225 Dorchester Boulevard
Montréal, Québec

225 Jarvis Street
Toronto, Ontario

1091 Portage Avenue
Winnipeg, Manitoba

6101 Dewdney Avenue
Regina, Saskatchewan

1140 - 109th Street
Edmonton, Alberta

5255 Heather Street
Vancouver, British Columbia

4100 - 4th Avenue
Whitehorse, Yukon Territory

Bag 5010, 49th Avenue
Yellowknife, Northwest Territories

Basic Manuals

- Administration Manual
- Operational Manual

Subsidiary Manuals

- Air Services
- Financial Management
- Marine Services
- Material Management
- Officers
- Personnel Administration Manual - Public Service
- Planning
- Property Management
- Records Management
- Staffing Personnel
- Telecommunications and EDP Manual
- Transport Management
- Uniform and Dress
- Firearms Training
- Laboratory Services
- Identification Investigators' Manual
- National Firearms
- Tactical Operations

In addition to the basic and subsidiary manual list, the RCMP uses other manuals which are specific to particular areas of law enforcement.

General Information

Individuals wishing to make general enquiries on the RCMP, when access to actual records is not required, may do so by contacting:

Royal Canadian Mounted Police
Public Relations Branch
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2

Access Procedures

All record access requests under the *Access to Information Act* are processed centrally and should be addressed to

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
Attention: Departmental Access Co-ordinator
Telephone: (613) 993-7984

The diversity of operations within the federal, provincial, municipal and territorial jurisdictions results in information storage systems that are decentralized. For this reason, persons submitting access requests must indicate the geographic location they want searched.

Foreign Services Directorate

This directorate supports the Force's activities abroad by promoting co-operation with police agencies in contributing to the reduction in international crime, terrorism, drug trafficking, commercial crime, organized crime, illegal transfer of technology and other criminal activity.

Audit Branch

This branch is responsible to the Commissioner for developing and directing, within Force policy, comprehensive internal audits of divisions, directorates and independent headquarters branches.

Manuals

- Audit Branch Handbook

Public Relations Branch

The branch is responsible for making the general public and media personnel more fully aware of the positive role of the RCMP and for encouraging co-operation and understanding between the general public, the media and the RCMP.

Criminal Investigations HQ Ottawa — "C" Directorate

This directorate is responsible for directing and correlating activities of criminal investigations, crime prevention, law enforcement and the general operational activities of the Force both in the field divisions and in the various responsibility centres of the directorate.

Manuals

- Currency Reference Manual
- Undercover Manual
- PIRS Reference Manual
- OSR System User Reference Manual

Criminal Intelligence Service Canada (CISC)

The purpose of CISC is to provide facilities to ensure the exchange of criminal intelligence between enforcement units, intelligence units and the CISC provincial bureaus, where the "intelligence process" of collection, evaluation, collation, analysis, re-evaluation and dissemination can be made to effectively combat the spread of organized crime in Canada.

Manuals

- CISC Reference Manual

Air Directorate

This directorate is responsible for the provision of advice on all air services matters, the formulation of air services policies, procedures and regulations and the acquisition, repair and overhaul of all RCMP aircraft.

Manuals

- RCMP Air Maintenance Manual
- Air Services Manual

Identification — "I" Directorate

This directorate is responsible for the planning, direction, development of policy, and general supervision of RCMP operations related to Identification Services.

Manuals

- Criminal Record Procedures Manual
- Identification Services Manual
- Identification Investigators' Manual
- National Firearms Manual

Laboratories — "L" Directorate

This directorate is responsible for the planning, direction and development of policy, and general supervision of Force capabilities related to laboratory services.

Manuals

- Laboratory Services Manual
- Methodology Manual
- Methodology and Training Guides as Applied to Forensic Science
- Science Gas and Liquid Chromatography Manuals
- Infrared and Ultraviolet Spectrophotometry
- National Firearms Manual

Information Access — "F" Directorate

This directorate is responsible for the analysis and review of proposed and existing federal and provincial privacy and access to information legislation; the development and application of policies and procedures to satisfy legislative requirements; and for responding to all requests for information received under the provisions of new or existing legislation.

Protective Policing — "P" Directorate

This directorate is responsible for planning, developing, co-ordinating and directing the policies and activities of the protective policing functions of the RCMP.

Records Services — "V" Directorate

This directorate is responsible for designing and implementing Force-wide systems of electronic data processing (EDP) and telecommunication services. The nation-wide services are provided to the RCMP and other accredited law enforcement agencies.

It is also responsible for planning and directing RCMP policies and programs for record keeping, publications, paperwork, micrographics, information systems and the RCMP identity program.

Manuals

- Canadian Police Information Centre (CPIC) Reference Manual
- Communications Security Handbook
- Records Management Manual

Training — "N" Division

This division is responsible for planning, organizing, staffing, directing and controlling the facilities, resources and operations of the Canadian Police College and providing public relations and ceremonial services for the Force in Canada and abroad.

Manuals

- Equitation Handbook
- Course Training Standards — for all courses offered at the College

Depot Division

This division is responsible for providing basic training to new recruits to prepare them for their future duties and responsibilities in the RCMP.

Manuals

- Course Training Standards
- Cavalry Drill Manual

Operational Divisions

The Operational Divisions are responsible for the detection, suppression and prevention of crime within established geographical boundaries. They provide provincial and in some areas, municipal policing services under contractual arrangements, except for the provinces of Québec and Ontario, where the RCMP mainly enforces federal statutes.

Manuals

- Planning
- Audit Manuals
- EDP Manuals
- Currency Reference Manual
- RCMP Laboratory Services Manual
- Automated Information Customs Services Manual
- EDP Systems Manuals
- Passport Examination Manual
- Undercover Manual
- National Firearms Manual
- Records Management Manual
- CPIC Manual
- Laboratory Service Manual
- Identification Investigator's Manual
- Telecommunications Handbook
- Telecommunications and EDP Manual

Supply and Services — "S" Directorate

The directorate is responsible for directing the planning, development, implementation and evaluation of RCMP policies and programs related to accommodation, transport, material, food, miscellaneous services and internal energy conservation.

Chief Financial Office

The Office is responsible for budgeting and accounting systems, financial administration, the annual program forecast, estimates, analysis of expenditures and revenue trends, implementation and maintenance of financial accounting and reporting systems and direction of financial policies.

The classes of records which describe the records maintained by these directorate policy and co-ordinating centres are shown under Standard Classes of Records at the end of the chapter.

Staffing and Personnel — "A" Directorate

The directorate is responsible for planning and directing the policies and programs of the RCMP related to the organization and management of its human resources.

Health Services — "H" Directorate

This directorate is responsible for planning, organizing and directing the policies and programs of the Force on medical and dental treatment, occupational health and safety and environmental health, developing pre-engagement medical standards for applications and initiating and co-ordinating research projects in physical fitness and psychological testing.

Official Languages Directorate

Official Languages is responsible for the implementation and co-ordination of a unified program, within the Force, for compliance with the *Official Languages Act* and related policy directives.

Classes of Records

CMP/COM-005 *Formerly Identified as:* RCMP-10

Planning and Evaluation

Description: Information on the planning and organization of the RCMP, strategic policy planning and objectives, analytical studies and assistance to the Commissioner and senior executive committee in setting RCMP priorities. *Topics:* Demographic studies; criminal trends; deployment of human resources; co-operation with other government departments and other police departments; provincial and municipal policing contracts; federal role task force projects; assistance, monitoring and assessment of division and directorate requirements; examination of policies, objectives and priorities of various RCMP programs; recommendations to the Commissioner and senior executive committee on all aspects of the RCMP's programs; evaluation of RCMP programs. *Retrievability:* Files are arranged by subject or project and may be held at HQ or regionally. *Storage Media:* Paper, microfiche, automated.

CMP/COM-010 *Formerly Identified as:* RCMP-20

Division Staff Relations Program (DSRR)

Description: Information on the planning, development and co-ordination of the Divisional Staff Relations Representative Program. *Topics:* Meetings of divisional staff relations representatives; policies and formation of DSRR programs; DSRR and commanding officer conferences. *Retrievability:* Files are arranged by program, project, activities and committee, and may be held at HQ or regionally.

CMP/FSD-015 *Formerly Identified as:* RCMP-30

Foreign Services (Revised)

Description: Information on international crime and the criminal aspects of terrorism. *Topics:* Co-operation with other police forces, government departments and foreign agencies: official visitors to Canada; official hospitality policy and administration; liaison officer's conferences; training and assistance to foreign police forces; country assessment reviews. *Retrievability:* Files are arranged by subject, department agency and country, and are held at HQ or regionally.

CMP/AUD-020 *Formerly Identified as:* RCMP-50

Management Audit

Description: Information on the review and appraisal of the effectiveness of the entire activities of the Force and the management controls designed to guide and regulate these activities. *Topics:* Review of mission statements and Force objectives; review of managerial and operational information; assessment of resources; specific management research and associated recommendations; compliance with existing policy; effective communication; morale and career satisfaction; control and safeguarding of valuables and exhibits; review of problem areas; appraisal of existing management.

CMP/AUD-021 *Formerly Identified as:* RCMP-60
Operational Audit Unit
Description: Information on auditing all aspects of Security Service operational undertakings with a view to determining that those operations are legal within the mandate of the Security Service, consistent with Force policy, ethically and morally acceptable, as well as efficient and effective. *Topics:* Interview reports; interview plans; audit reports containing findings and recommendations; and audit summary reports containing recommendations, Security Service response and Audit Committee comment.

CMP/AUD-025 *Formerly Identified as:* RCMP-70
Public Service Audit
Description: Information on the independent review and appraisal of the efficiency and effectiveness of Public Service personnel management. *Topics:* Job classifications, compensation, benefits, hours of work, human resource planning; personnel management planning; administration of collective agreements; training, travel, relocation, staffing, staff relations; publishing of audit reports; collection, disclosure and use of personal information; public access to audit reports; equal opportunities for women, native peoples and the disabled; occupational health and safety; contingency planning and handling of strikes.

CMP/PRB-030 *Formerly Identified as:* RCMP-80
Public Relations
Description: Information on the distribution of information on the Force to the public and media concerning current or historical matters; publication of the RCMP Quarterly and Gazette and the handling of displays on safety or crime prevention. *Topics:* Liaison and public relations; exhibitions; visits and tours; RCMP Quarterly and Gazette; graphic arts; museums, relics and curios; presentations to and by the Force; appreciation, condolences and greetings; ceremonies and celebrations; addresses and speeches; historical and contemporary photographs. Information under this class may include personal information which must be accessed under the *Privacy Act*. *Retrievability:* Files are arranged by subject, name of individual, company or project.

CMP/PRB-035 *Formerly Identified as:* RCMP-90
Executive Office
Description: Information on executive assistance provided to the Commissioner and senior executive committee and liaison with the Solicitor General's office. *Topics:* Minutes of senior executive committee meetings and ministerial meetings; executive travel itinerary of Solicitor General's staff and the RCMP Commissioner; Solicitor General's correspondence; questions by Members of House of Commons; visits and tours. *Retrievability:* Files are arranged by subject, project and travel log.

CMP/CID-040 *Formerly Identified as:* RCMP-100
Law Enforcement Support
Description: Includes information on technical and electronic support of criminal investigations through equipment and expertise in the field of audio surveillance and on the polygraph and voice identification programs. *Topics:* Interceptions under Part IV.1 of the Criminal Code; human resource planning and training of personnel; co-operation and liaison with domestic and foreign authorities; sale of technical equipment; licensing; authorization to intercept private communications; polygraph, audio and video analysis case files. *Retrievability:* Files are arranged by activity, program, project or organization. Files may be held either at HQ or regionally.

CMP/CID-045 *Formerly Identified as:* RCMP-110
Commercial Crime
Description: Includes information on the planning, development and co-ordination of the law enforcement programs for commercial crime involving bankruptcy, securities and income tax crimes, corporate and business frauds and organized white-collar crime on a national and international scale. *Topics:* Enforcement of *Bankruptcy Act, Copyright Act, Canada Elections Act, Bank Act, Tax Rebate Discounting Act* and other federal statutes; frauds, forgeries, conspiracies, bankruptcies and corruption offences under the Criminal Code; provincial *Real Estate Act, Mortgage Brokers Act* and *Mechanics Lien Act*; co-operation and liaison with domestic and foreign authorities; securities fraud intelligence; agreements with other federal departments; Securities Fraud Information Centre. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* Paper and microfiche.

CMP/CID-050 *Formerly Identified as:* RCMP-120
Customs and Excise
Description: Includes information on the planning, development, implementation and co-ordination of an ongoing customs and excise enforcement program within the RCMP. *Topics:* Enforcement of *Customs and Excise Act, Excise Tax Act, Export and Import Permits Act, Cultural Property Export and Import Act, National Energy Board Act* and *Energy Administration Act;* conspiracies and frauds under the Criminal Code; intelligence, co-operation and liaison with domestic and foreign authorities; writs of assistance; search warrants; report procedures; agreements with other federal agencies; news releases. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* Paper, microfiche and automated.

CMP/CID-055 *Formerly Identified as:* RCMP-130
Drug Enforcement
Description: Information on the development of RCMP policy and direction concerning drug enforcement including undercover and drug intelligence programs, as well as co-ordination of international investigations and assistance in developing government policy concerning drug abuse and enforcement. *Topics:* Enforcement of *Narcotic Control Act* and the *Food and Drugs Act*, Parts III and IV; intelligence; drug store inspections; identification of drugs and narcotics by mail; search and forfeiture; co-operation and liaison with domestic and foreign authorities; appointment of counsel; legislative amendments; prescriptions; theft of narcotics; writs of assistance. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* Paper, microfiche and automated.

CMP/CID-060 *Formerly Identified as:* RCMP-140
Immigration and Passport
Description: Includes information on the planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of the *Immigration Act* and provisions of the Criminal Code which refer to the illegal issue and possession of passports. *Topics:* Enforcement of *Immigration and Citizenship Act;* fraudulent use of SIN cards under the *Unemployment Insurance Act;* fraudulent use of Canadian passports under the Criminal Code; co-operation with domestic and foreign authorities; court rulings and judgements; appointment of counsel; locating persons indebted to Crown; foreign criminal records; Immigration Appeal Board; U.S. deserters and draft dodgers; citizenship court; passports; reporting procedures, ports of entry and border security; seminars; immigration warrants; deportees; intelligence ethnic groups statistics; false identification. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Medium:* EDP systems.

CMP/CID-065 *Formerly Identified as:* RCMP-150
Operational Policy and Planning Branch
Description: Includes information on the correction, review and monitoring of RCMP policies, the Operational Statistics Reporting System, program forecasts and main estimates for criminal operations and the monitoring and analysis of operational activities and statistical data. *Topics:* Operational Reporting System; reporting and

filing procedures for the Operational Statistics Reporting System, and the Police Information Retrieval System; a secret expense system; a shift schedule system. *Retrievability:* Records are arranged by project, activity or program. *Storage Media:* Paper files and automated EDP systems.

CMP/CID-070 *Formerly Identified as:* RCMP-160
Native Policing
Description: Includes information on the development, implementation and co-ordination of policies, strategies and programs which have to do with police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; Native Special Constable Program; native policing workshops and seminars; tribal police programs; Band by-laws; and cross-cultural training. *Retrievability:* Files are arranged by program, activity or project and held at HQ or regionally.

CMP/CID-075 *Formerly Identified as:* RCMP-170
National Crime Intelligence
Description: Includes information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Major racketeers; organized crime; criminal activities by extremist/terrorist groups; securities frauds; gambling; extortion; loansharking; counterfeiting; prostitution; corruption; bankruptcies; drugs; pornography; major thefts; smuggling; commercial stills; co-operation and liaison with domestic and foreign authorities; surveillance; joint force operations; reporting procedures. *Retrievability:* Files are arranged by organization, activity, program or project. Files may be held at HQ or regionally. *Storage Media:* EDP systems, paper and microfiche.

CMP/CID-080 *Formerly Identified as:* RCMP-180
Interpol
Description: Includes information on the co-ordination of international criminal investigations for Canadian and foreign authorities; policies and procedures under the constitution; regulations and policies of Interpol. *Topics:* International criminal investigation, except political, military, racial or religious matters; international criminals; stolen works of art repository; stolen property; crime prevention; technical research and analysis of investigative methods; missing persons; notification of next-of-kin; Interpol laws and regulations; regional conferences and symposiums. *Retrievability:* Operational case files are arranged by business, country or organization; other files by activity, program or project. Files are held at HQ.

CMP/CID-085 *Formerly Identified as:* RCMP-190
Federal Policing
Description: Includes information on planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of all federal statutes in Canada except those shown under Customs and Excise, Commercial Crime, Drug Enforcement and Immigration and Passport; also operational complaints against members. *Topics:* Enforcement of federal statutes; assistance to domestic and foreign authorities; assistance in locating missing persons; search and rescue; contagious diseases; deserters and absentees; pollution; national parks; federal traffic regulations; explosives magazine inspections; U.F.O. and submarine sightings; annual seal hunt; pardons; Nazi war criminals; penitentiaries - escorting and crises; bird banding; marine searches; honours and awards by Government House; operational complaints against members of the RCMP. *Retrievability:* Operational case files are arranged by business, organization, activity, program or project. *Storage Medium:* EDP systems.

CMP/CID-090 *Formerly Identified as:* RCMP-200
Contract Policing
Description: Includes information on planning, co-ordination and determination of policies and procedures in areas where provincial and municipal police services are provided under contract; identification of operational requirements; evaluation of tactical, traffic and general police equipment; crime prevention and police community relations programs; and traffic enforcement. *Topics:* Administration of provincial and municipal policing agreements; resourcing methods; operational planning; opening and closing of RCMP Detachments; tactical operations; underwater recovery operations; auxiliary policing; hypnosis; operational policy. *Retrievability:* Records are arranged by project, activity or programs and may be held at HQ or regionally.

CMP/CIS-095 *Formerly Identified as:* RCMP-210
Criminal Intelligence Services Canada
Description: Information governing CISC programs pertaining to the collection, analysis and dissemination of criminal intelligence in Canada. *Topics:* Constitution, regulations and auditing functions of CISC; training standards; firearms tracing program; ACIIS program; threat assessment program; liaison and co-operation with Canadian and foreign law enforcement agencies. *Retrievability:* By subject topic, activity, program and project. *Storage Media:* Manual and hardcopy files.

CMP/AIR-100 *Formerly Identified as:* RCMP-220
Air Services and Aircraft Maintenance
Description: Includes information on the operation of RCMP Air Detachments and the maintenance and overhaul of all Force aircraft. *Topics:* Inspection reports; maintenance reports; conditions and specifications of aircraft; employee qualifications; and flight logs. *Retrievability:* Files are arranged by subject, product, company and aircraft registration number. Files are held at HQ and regionally. *Storage Media:* Microfiche.

CMP/IDD-105 *Formerly Identified as:* RCMP-240
Identification of Criminals
Description: Information on the collection, compilation, dissemination, use and retention of criminal histories, fingerprints and photographs for the purpose of detection, prevention and suppression of crime, the security of the nation and related matters. *Topics:* Criminal histories; fingerprints; photographs; pardon files; certificates of previous conviction; fingerprinting of adults; juveniles; young offenders; deceased persons; criminal history checks; release of criminal histories; security screening for federal government departments and Crown corporations; return and destruction of fingerprints and photographs; international exchange of fingerprints and criminal histories; *Identification of Criminals Act; Criminal Records Act; Young Offenders Act;* fingerprint identification of crime scene impressions; development evaluations of identification methods and techniques; identification of persons through facial composite drawings; identification of fingerprint impressions using laser; formulation and presentation of identification training packages for field personnel. *Retrievability:* Files are arranged by subject or project. *Storage Media:* Microfiche, film, EDP systems and paper.

CMP/IDD-110 *Formerly Identified as:* RCMP-260
Firearms Registration
Description: Information on the administration and policy of the National Firearms Registry and the Firearms Acquisition Certificate and Business Permit systems. *Topics:* Firearms or Restricted Weapons Registration Certificates; Firearms Acquisition Certificates; Minor Permits; Permits to Carry/Transport; Business Permits; Refusals and Revocations; liaison with provincial firearms officers; appointment of legal counsel; assistance to Solicitor General's Firearms Policy Centre; restricted and prohibited weapons; prohibitions; co-operation with federal government departments. *Retrievability:* Files are arranged by subject/topic, business, police agency or organization. *Storage Media:* Paper, microfilm, and EDP systems.

CMP/IDD-115 *Formerly Identified as:* RCMP-270

Lost or Stolen Property - Wanted or Missing Persons

Description: Information on Canadian and U.S. lost or stolen negotiable instruments or securities, firearms and other articles; arrest warrants; aliens. *Topics:* Canada Savings Bonds; money orders; counterfeit currency; lost or stolen passports; various stolen articles and other securities; firearms; wanted and missing persons; prohibited aliens. *Retrievability:* Records are arranged by subject and product or item by make, serial number and denomination. *Storage Medium:* EDP systems.

CMP/IDD-120 *Formerly Identified as:* RCMP-280

Fraudulent Cheques and Securities

Description: Information on the RCMP repository of handwriting samples used in the commission of offences, which acts as a source for identification of offenders. *Topics:* Cheques; postal or bank money orders; travellers' cheques; holdup notes; forged medical prescriptions; hotel registrations; anonymous letters sent to government officials; fraudulent cheque policy and procedures. *Retrievability:* Files are arranged by topic. *Storage Medium:* Paper.

CMP/IDD-125 *Formerly Identified as:* RCMP-290

Photography and Audio-Visual Aids

Description: Information on the central photo processing service for all RCMP units in Canada and the creation and acquisition of audio-visual aids for law enforcement training and police-community relations. *Topics:* Assessment of photographic and photo processing equipment; audio-visual aids; film and slide library; slide and film catalogue; co-operation with other law enforcement agencies; central photographic equipment maintenance; central photo processing. *Retrievability:* Files are arranged by product, title and project. *Storage Media:* Paper, slides, films and EDP Systems. *Special Access Note:* Copies of processed films are returned to the contributor; none are retained by "I" Directorate.

CMP/LAB-130 *Formerly Identified as:* RCMP-230

Laboratory Services

Description: Information on exhibits or samples obtained during the course of an investigation and submitted to an RCMP laboratory by Canadian law enforcement agencies for forensic examination. *Topics:* Firearms; ammunition; tools and glass; documents and paper handwriting; cheque writing; counterfeit currency and negotiable instruments; stamps; clothes; fibres; textiles; hair and blood (human and animal); urine; saliva; seminal and other stains; alcohol; body organs and tissue, explosives; fire debris; petroleum products; safe material. *Retrievability:* Files are arranged by subject, name of investigation or occurrence. *Storage Media:* Paper and photographic film. *Special Access Note:* RCMP laboratories are situated in Halifax, Sackville, Montreal, Ottawa, Winnipeg, Regina, Edmonton and Vancouver. Persons requesting access to this class of records must indicate the location they wish to access.

CMP/LAB-135 *Formerly Identified as:* RCMP-250

Scientific and Technical Services

Description: Information on the conduct, co-ordination, training and consultation in the areas of scientific, technical and operational research and development of the Force. *Topics:* Policy and research on toxicology, applied chemistry, serology, hair and fibre, alcohol, document examination, firearms and tool marks; photography and scientific instrumentation as they apply to forensic science; evaluation of scientific instrumentation and methodology; training of forensic scientists in the above fields; natural and human sciences research; scientific library service. *Retrievability:* Files are arranged by subject, organization and project. *Storage Media:* Microfiche and EDP systems.

CMP/AIP-140 *Formerly Identified as:* RCMP-300

Policy and Research

Description: Information on policy and research for existing and proposed privacy and access to information legislation concerning record collection, access, use and disclosure. *Topics: Canadian Human Rights Act*, Part IV; Freedom of Information; Canadian Bar Association model bill; Freedom of Information Bill C-15; *Privacy Act* and *Access to Information Act* (Bill C-43); foreign privacy and access legislation; indexing and federal information banks; exemption from access; use of the social insurance number (SIN); liaison with other government departments and foreign agencies; statistics and activity reports.

CMP/AIP-145 *Formerly Identified as:* RCMP-310

Disclosures

Description: Information on requests for access, correction or annotation, complaints, consultation between federal departments over release of information, policies and procedures governing access. *Topics:* Access requests under the *Access to Information Act* and *Privacy Act;* assistance to other departments or agencies; policies and procedures governing access; and the application of exemptions and release procedures in general. *Retrievability:* Files are arranged by subject matter.

CMP/PRO-150 *Formerly Identified as:* RCMP-320

Airport Policing

Description: Information on planning, developing and co-ordinating the role of the force in the National Airport Policing and Security Program. *Topics:* Federal statutes such as the Criminal Code; *Aeronautics Act* and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; pre-board screening of passengers and crew; security of restricted areas; co-operation with airlines; co-operation with federal government departments; co-operation with local and foreign authorities; contingency planning and airport policing, and security policy. *Retrievability:* Files are arranged by subject matter.

CMP/PRO-155 *Formerly Identified as:* RCMP-330

VIP Security

Description: Information on planning, developing and co-ordinating personal and physical security programs for Canadians in Canada and abroad, for foreign dignitaries, foreign missions and residences and major national and international events. *Topics:* Visits of foreign dignitaries; protection of embassies and consulates, including personnel; analysis of physical threats to VIP's; liaison with other government departments; royal visits; training of VIP personnel; protection of the Prime Minister and family; protection of Governor General and Cabinet Ministers; protection of Supreme and Federal Court judges and other designated persons; and research on VIP security. *Retrievability:* Files arranged by project. *Storage Medium:* Paper.

CMP/PRO-160 *Formerly Identified as:* RCMP-340

Security Engineering

Description: Information on the evaluation and design of security equipment and structures for the federal government. *Topics:* Structural and architectural building security concepts; intrustion detection systems; access control systems; mechanical security devices including locks and security containers, speech security; soundproofing; security equipment performance standards; training services to security personnel; classified waste destruction or disposal equipment; and human restraining equipment. *Retrievability:* Files arranged by subject, project, product, company or department. *Storage Media:* Film, EDP systems and photographs.

CMP/PRO-165 *Formerly Identified as:* RCMP-350
Security Systems
Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; *Bomb Disposal and Explosives Act;* speech security assessments and soundproofing; liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project and name of department or company. *Storage Media:* Paper and automated.

CMP/RSV-170 *Formerly Identified as:* RCMP-360
Systems Analysis and Programming
Description: Information on EDP analysis, design, development, implementation and maintenance of operational and administrative systems. *Topics:* EDP research studies for police applications; user programming assistance and consulting services; project plans; analysis, design, feasibility, development and implementation reports; post-implementation reviews; review and update of maintenance: Users' Guide and Operational Manuals. *Retrievability:* Files are arranged by project or by type of document. *Storage Media:* Paper, word processor, disc and magnetic tape storage.

CMP/RSV-175 *Formerly Identified as:* RCMP-370
Software Engineering
Description: Information on the analysis, design, development, implementation and maintenance of software. *Topics:* Analysis, design, development, implementation and maintenance of customized systems used in support of EDP applications; analysis, design, development, implementation and maintenance of customized communications systems software used in support of telecommunications services; specifications, evaluation, selection standards, implementation and maintenance of vendor-supplied operating systems and proprietary software. *Retrievability:* Products or documents are filed under an internally assigned number based on category and subject.

CMP/RSV-180 *Formerly Identified as:* RCMP-380
Systems Integration
Description: Information on the co-ordination of EDP security and standards, database administration services and quality assurance of EDP systems prior to release. *Topics:* Electronic data processing and computer communications security; terminals and switcher site security; threats to EDP security; recovery and contingency planning for re-establishment of "V" Directorate computing facilities; access rights to CPIC system and identification of all users; passwords and file algorithms; EDP standards; test and quality control techniques and procedures. *Retrievability:* Files are arranged by subject and assigned a user's code. *Storage Medium:* EDP systems.

CMP/RSV-185 *Formerly Identified as:* RCMP-390
Systems Research and Planning
Description: Information on research, planning and evaluation of computer systems. *Topics:* Research studies in EDP and computer communications systems technology; systems planning and co-ordination to ensure cost effective acquisition and implementation of EDP resources; systems performance evaluation. *Storage Medium:* EDP systems.

CMP/RSV-190 *Formerly Identified as:* RCMP-400
Computer Operations
Description: Information on the operation of the central computer systems data preparation and control services and the environmental support of central EDP facilities. *Topics:* Computer system use and availability of hardware and software; on-line availability reporting system; RCMP Data System; data control and tape library services; environmental engineering support services; cost accounting for services provided; co-ordination and control of EDP equipment; statistics on hardware status, performance and suitability. *Retrievability:* Statistical files held at HQ and arranged by system and type of statistics.

CMP/RSV-195 *Formerly Identified as:* RCMP-410
Liaison Services
Description: Information on liaison, audits, training and information services to Canadian Police Information Centre (CPIC) users, and support for the CPIC Advisory Committee. *Topics:* Development and monitoring of CPIC audits; policy; identification and evaluation of remote terminal services for CPIC; CPIC training requirements; off-line searches (crime solving); auditing of computer interfaces and record keeping functions; audit standards and procedures; CPIC Advisory Committee minutes; EDP information and developmental services. *Retrievability:* Files are arranged by item, project and subject.

CMP/RSV-200 *Formerly Identified as:* RCMP-420
Communications Security
Description: Information on the evaluation and need for secure communications and the selection, installation and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other government departments and countries; acquisition, installation and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communication security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; Comsec policy and guidelines. *Retrievability:* Files are arranged by activity, program or project. *Storage Media:* Paper and automated.

CMP/RSV-205 *Formerly Identified as:* RCMP-430
Network Services
Description: Information on the operation of data network services for the Force. *Topics:* Operation, development and control of wire services and related equipment, excluding Comsec requirements; design, installation, operation, maintenance, evaluation and analysis of the data communications network facilities; technical assessment, standards implementation and network design of telecommunications systems, excluding radio communication; establishment and monitoring of operating standards and procedures for the various communications networks. *Retrievability:* Files are arranged by title or by project. *Storage Medium:* EDP systems.

CMP/RSV-210 *Formerly Identified as:* RCMP-440
Telecommunications Development and Research
Description: Information on the telecommunication services given to the police community, the provision of standards, specifications for communications systems and forecasting requirements. *Topics:* Telecommunications systems specifications; performance evaluation and systems analysis; liaison with other police force research groups and other government departments; consultation and advice to the police community; feasibility studies; field questionnaires; concept reports; and requirement statement reports, research documents and field evaluations. *Retrievability:* Files are arranged by project or an assigned numerical index. *Storage Medium:* Paper systems.

CMP/RSV-215 *Formerly Identified as:* RCMP-450
Telecommunications Engineering
Description: Information on communications systems and equipment engineering and development, technical research, communication, ancillary equipment evaluation and selection, maintenance engineering and technical policy. *Topics:* Performance standards; purchase specifications; evaluation reports; project reports, system descriptions, frequency schedules and networks; diagrams and plans; engineering briefs; maintenance and installation reports; licences; electronic safety equipment; radar speed measuring devices and

principles; video and other closed circuit television (CCTV) services and facilities. *Retrievability:* Files are arranged by activity, location, equipment, manufacturer, type, model or application.

CMP/RSV-220 *Formerly Identified as:* RCMP-460
Canadian Police Information Centre (CPIC)
Description: Information on unsolved crimes and known criminals stored on the CPIC computerized information system. The information originates from the RCMP and other accredited Canadian law enforcement agencies. *Topics:* Criminal Record synopsis; vehicles, parts (motor and transmission) and licence plates lost, stolen and suspect; boats and boat motors lost, stolen and suspect; persons wanted, charged, missing, suspect; prohibited persons/liquor, firearms, vehicle and boat operation; property lost, stolen; dental characteristics file; and motor vehicle registrations. *Retrievability:* Files are arranged by subject and an assigned user's code. *Storage Media:* Magnetic tape and high density disk.

CMP/RSV-225 *Formerly Identified as:* RCMP-470
Records Management
Description: Information on the planning, development and implementation of operational and administrative records systems and programs; mail, messenger and library services. *Topics:* Records inventories; subject records classification; systems and indexes; management of records offices; records retrieval and reference services; records scheduling and disposal; mail and messenger services; correlation of records to their appropriate class and personal information bank; records equipment; essential records; records security; professional development and user orientation; information management. *Storage Media:* Microfilm, EDP systems.

CMP/RSV-230 *Formerly Identified as:* RCMP-480
Information Systems Management
Description: Information on the planning, development, implementation and control of publication and paperwork programs. *Topics:* Collection, organization, editing, publishing and monitoring of directives (official manual system); review and analysis of forms and forms systems; planning of techniques and procedures for processing correspondence; creation and maintenance of reporting systems; application and analysis of word processing systems; co-ordinating and monitoring RCMP Identity Program.

CMP/TRN-235 *Formerly Identified as:* RCMP-490
Public Relations and Ceremonial Services
Description: Information on planning, developing and co-ordinating the activities of the Musical Ride and the RCMP Band. *Topics:* Breeding and training horses for the Musical Ride; equitation training of Musical Ride personnel; training members for the Band; transportation, accommodation, tours, immigration and customs requirements, ceremonial services and promotional materials for the Musical Ride and the Band.

CMP/TRN-240 *Formerly Identified as:* RCMP-500
Canadian Police College
Description: Information on training, research, information and advisory services provided to Canadian and foreign law enforcement agencies. *Topics:* Investigational, management, training and instructional techniques and crime prevention courses; course planning, loading and evaluation; research and information dissemination on social, cultural, economic, commercial and technological changes affecting law enforcement; library service for the HQ Division complex and the Canadian Police College.

CMP/DEP-245 *Formerly Identified as:* RCMP-510
Academic Subjects
Description: Information on all academic training provided to new recruits. *Topics:* Criminal law; federal statutes; interrogation techniques; official directives system; operational training-simulation; report writing; first aid; care and handling of prisoners; human relations — crime prevention and community-police relations; applied human behavior for police intervention; victimology; ethical conduct; effective presentation; personal hygiene; history of policing and the Force; technical services — identification; communications — radio; CPIC; progress reports and assessment of recruits. *Retrievability:* Files are arranged by subject. *Storage Media:* Paper and videotapes.

CMP/DEP-250 *Formerly Identified as:* RCMP-520
Physical Subjects
Description: Information on all physical training provided to new recruits. *Topics:* Physical fitness; self-defence; firearms training; swimming; drill; tactical troop training for crowd control; driver training and law enforcement; and progress reports and assessment of recruits. *Retrievability:* Files are arranged by subject. *Storage Media:* Paper and videotapes.

CMP/DEP-255 *Formerly Identified as:* RCMP-530
Armourer
Description: Information on the repair, maintenance and evaluation of revolvers, pistols, rifles, shotguns and other specialized firearms for the RCMP. *Topics:* Testing and evaluation of new firearms and ammunition; maintenance and repair of firearms; quality control inspection of newly procured firearms; log book on issue of firearms; machine shop facilities; liaison and assistance to other government departments, accredited law enforcement agencies and private sector. *Retrievability:* Files are arranged by product or by subject.

CMP/OPD-260 *Formerly Identified as:* RCMP-540
Planning
Description: Information on the formation, correlation and monitoring of operational administrative short- and long-range plans for the division; program forecast and divisional proposals on the organization and evaluation of management and performance. *Topics:* Operational assistance reporting system; uniform crime reporting system; man-hour reporting system; unit and program performance measurements; research projects; EDP co-ordination. *Retrievability:* Files are arranged by project, program and unit name.

CMP/OPD-265 *Formerly Identified as:* RCMP-550
Police Community Relations and Crime Prevention
Description: Information on the promotion of good police-community relations to obtain public co-operation and support in crime prevention and law enforcement. *Topics:* Lectures by members of the Force; invitations to attend functions; police week program; programs to safeguard against crime; letters of appreciation; blood donor clinic; crime prevention centre bulletins; collection of funds for charitable organizations; conferences and seminars; visits by outside agencies; liaison and public relations. *Retrievability:* Files are arranged by project or by activity.

CMP/OPD-270 *Formerly Identified as:* RCMP-560
Commercial Crime
Description: Information on frauds and corruption in the federal and provincial governments, as well as frauds and related offences pertaining to bankruptcies, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics: Enforcement of Bankruptcy Act, Copyright Act, Securities Act, Canada Elections Act, Weights and Measures Act,* federal and provincial government grants and guaranteed loans, *Combines Investigation Act, Farm Improvement Act, Tax Rebate Discounting Act* and other related federal statute offences; frauds, false pretences, forgeries, conspiracies, theft, receiving benefits, secret commissions, breach of trust and other Criminal Code violations; agreements with other federal and provincial authorities; co-operation and assistance to domestic and foreign law enforcement agencies; and Securities Fraud Information Centre. *Retrievability:* Files are arranged by business, organization or subject. *Storage Media:* EDP Systems and microfiche.

CMP/OPD-275 *Formerly Identified as:* RCMP-570
Customs and Excise
Description: Information on the planning, development, implementation and co-ordination of an ongoing Customs and Excise enforcement program within the RCMP. *Topics: Customs Act; Excise Act; Excise Tax Act; Export and Import Permits Act; Cultural Property Export and Import Act; National Energy Board Act; Petroleum Administration Act* and associated warrants; customs fraud and conspiracies under the Criminal Code; smuggling offences and commercial smuggling; illegal exportation and importation of cultural goods; illicit spirits; tax and duty-free articles; search warrants and writs of assistance; liaison and assistance to other police forces and government departments; related Customs and Excise policy material. *Retrievability:* Files arranged by business, organization, activity, program and project. *Storage Medium:* EDP systems.

CMP/OPD-280 *Formerly Identified as:* RCMP-580
National Crime Intelligence Services
Description: Information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Dissident groups; major racketeers; organized crime; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption; bankruptcies; drugs; pornography; major thefts; smuggling; *Income Tax and Customs Act;* co-operation and liaison with local, domestic and foreign authorities; surveillance; joint force operations; reporting procedures; sects, cults and mind development groups involved in criminal activities. *Retrievability:* Files are arranged by business, organization, activity or project.

CMP/OPD-285 *Formerly Identified as:* RCMP-590
Immigration and Passport
Description: Information on the enforcement of the Immigration and Citizenship Acts, passport offences under the Criminal Code and assistance to foreign law enforcement agencies on international terrorists and criminals. *Topics:* Enforcement of Immigration and Citizenship Acts; fraudulent use of SIN cards and passports; lost or stolen passports; co-operation and assistance to domestic and foreign authorities; court rulings and judgements; wanted persons; citizenship court; ports of entry and security; seminars; immigration warrants; monitoring and surveillance of selected criminal targets; joint force operations; ethnic groups, illegal aliens; deportees; international terrorists and criminals. *Retrievability:* Operational case files are arranged by activity, program or project.

CMP/OPD-290 *Formerly Identified as:* RCMP-600
Drug Enforcement
Description: Information on drug enforcement including undercover drug operations and intelligence programs. *Topics:* Enforcement of *Narcotic Control Act*, and the *Food and Drugs Act*, Parts III and IV; evaluation of drug trafficking intelligence; illegal importation of drugs; handling and disposition of exhibits; search and forfeitures; co-operation and liaison with domestic and foreign authorities; writs of assistance. *Retrievability:* Operational case files are arranged by business or organization, subject or project.

CMP/OPD-295 *Formerly Identified as:* RCMP-610
General Investigation Services
Description: Information on the enforcement, prosecution and prevention of offences under the Criminal Code and federal and provincial statutes. *Topics:* Enforcement of *Aeronautics Act* and Regulations, Criminal Code, *Liquor Act, Livestock Act, Branch Inspection Act, Weights and Measures Act* (Odometer), *Canada Shipping Act, Explosives Act, Income Tax Act, Unemployment Insurance Act, Migratory Birds Convention Act* and to a lesser extent other federal and provincial statutes; Canadian Home Insulation Program; security enquiries; Force applicants and pardon investigations; assisting VIP activities; locating missing persons; demonstrations and riots; liaison and assistance to other federal government departments and domestic and foreign law enforcement agencies. *Retrievability:* Files are arranged by business or organization and subject or project. *Storage Medium:* EDP systems.

CMP/OPD-300 *Formerly Identified as:* RCMP-620
Airport Policing
Description: Information on the division's role in the implementation and co-ordination of the National Airport Policing and Security Program — primarily in the protection of civil aviation and holding actions pertaining to criminal acts pending the arrival of the police department having jurisdiction. *Topics: Aeronautics Act* and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; security of aircraft passengers and crew; assistance to federal government departments, local and foreign authorities; airport policing and security policy; federal and provincial statutes; assistance to other RCMP investigational sections. *Retrievability:* Files are arranged by subject or project. *Storage Medium:* EDP systems.

CMP/OPD-305 *Formerly Identified as:* RCMP-630
General Detachment Policing
Description: Information on the RCMP's overall operational role in the enforcement of federal statutes, the Criminal Code, provincial statutes and municipal by-laws, where applicable, as well as assistance to the general public and crime prevention. *Topics:* Enforcement of the Criminal Code, *Narcotic Control Act, Food and Drugs Act, Customs and Excise Act, Immigration Act* and other federal statutes; provincial statutes and municipal by-laws; traffic accidents; applicant investigations; security enquiries; claims and complaints against the RCMP; outstanding warrants; street checks; lost and found property, missing persons and other assistance to the general public; firearms and other issued permits to the public; intelligence information; emergency contingency plans; VIP and property protection; liaison and assistance to other police forces. *Retrievability:* Files are arranged by business, organization, subject, activity and program or project.

CMP/OPD-310 *Formerly Identified as:* RCMP-640
Law Enforcement Support
Description: Information on the technical and physical surveillance services supporting criminal investigations. *Topics:* Authorizations to intercept private communications and intercepts under the Criminal Code, Part IV.1; assistance to operational sections in gathering evidence and intelligence on designated targets involved in Criminal Code and federal statute offences; monitoring logs and transcripts; technical reports on equipment and services; physical surveillance reports; co-operation and liaison with local authorities; acquisition and maintenance of technical surveillance aid equipment. *Retrievability:* Files are arranged by business or organization, activity and, program or project. *Storage Medium:* Paper, audio, video tapes and film.

CMP/OPD-315 *Formerly Identified as:* RCMP-650
VIP Security
Description: Information on the physical and personal security programs for Canadian and foreign dignitaries, foreign missions and residences, and related events, both domestic and foreign. *Topics:* Protection of the Prime Minister and family, the Governor-General, Cabinet Ministers, the Supreme and Federal Court judges along with other designated persons; visits of foreign dignitaries; protection of embassies and consulates including personnel; liaison with other government departments; Royal visits; analysis of physical threats to VIP's; bomb threats and X-ray of unidentified objects; research on VIP security. *Retrievability:* Files are arranged by subject or project. *Storage Medium:* EDP systems.

CMP/OPD-320 *Formerly Identified as:* RCMP-660
Security Engineering
Description: Documentation and information on all criminal and national security investigations, evaluation and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government and private industries under federal government contract. *Topics:* Structural and intrusion techniques and technical aids pertaining to all locking devices, alarm systems and security containers (commercial or federal government safe specifications); locksmithing key codes and other key codes maintained at Security Engineering level; structural and architectural building security concepts; alarm systems; access control systems; mechanical security devices; locks and security containers; speech security and soundproofing; security performance standards; training services to security personnel; classified waste disposal; human restraining equipment; security of police equipment. *Retrievability:* Files are arranged by subject, project and, company or department.

CMP/OPD-325 *Formerly Identified as:* RCMP-670
Security Systems
Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; *Bomb Disposal and Explosives Act;* speech security assessments and soundproofing; liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project and name of department or company. *Storage Media:* Paper and photographs.

CMP/OPD-330 *Formerly Identified as:* RCMP-680
Crime Index Services
Description: Information on the personal history, movements and whereabouts of suspicious persons or known criminals. *Topics:* Correlation of crime-related information from various operational units and other sources; assistance to investigative units in identifying possible offenders; liaison and assistance to domestic and foreign law enforcement agencies; personal history, movements and whereabouts of known criminals or suspicious persons, parolees, companies, associations and organizations; wanted and missing persons; outstanding arrest warrants. *Retrievability:* Files are arranged by business or organization, subject, project and FPS number. *Storage Media:* Paper, microfiche or EDP.

CMP/OPD-335 *Formerly Identified as:* RCMP-690
Identification Services
Description: Information on the identification support services given to investigators for the purpose of crime prevention and detection, law enforcement and national security. *Topics:* Examinations and photography in relation to crimes, scenes of crimes and accident scenes; fingerprinting and photographing of criminals; correlation of fingerprints; fingerprinting for visa, pardon, security clearance applications, and public servants; examination and identification of exhibits; personnel photography; photography and other techniques for the preservation of evidence; research, evaluation and purchasing of photographic equipment; liaison and assistance to local accredited police departments. *Retrievability:* Files are arranged by subject, project or activity. *Storage Medium:* Films.

CMP/OPD-340 *Formerly Identified as:* RCMP-700
Telecommunications Services
Description: Information on the evaluation, procurement, installation and maintenance of telecommunications equipment in support of the operational requirements of the division. *Topics:* Secure communications systems; CPIC system; various facsimile systems; closed circuit television; evaluation, purchasing, installation and maintenance of telecommunications equipment; log books of incoming and outgoing radio calls; communications assistance to VIP and other special operations; liaison with private sector; intercom and telephone systems. *Retrievability:* Files are arranged by subject, company name or project.

CMP/OPD-345 *Formerly Identified as:* RCMP-710
Native Policing
Description: Information on the development, implementation and co-ordination of policies, strategies and programs for the delivery of police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; native Special Constable Program; native constable workshops; and tribal police programs. *Retrievability:* Files are arranged by project or activity.

CMP/SSD-901 *Formerly Identified as:* NO REFERENCE
Administration (New)
Description: See Standard Classes of Records.

CMP/SSD-905 *Formerly Identified as:* NO REFERENCE
Buildings and Property (New)
Description: See Standard Classes of Records.

CMP/SSD-907 *Formerly Identified as:* NO REFERENCE
Lands (New)
Description: See Standard Classes of Records.

CMP/SSD-908 *Formerly Identified as:* NO REFERENCE
Utilities (New)
Description: See Standard Classes of Records.

CMP/SSD-909 *Formerly Identified as:* NO REFERENCE
Equipment and Supplies (New)
Description: See Standard Classes of Records.

CMP/SSD-910 *Formerly Identified as:* NO REFERENCE
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

CMP/SSD-911 *Formerly Identified as:* NO REFERENCE
Office Appliances (New)
Description: See Standard Classes of Records.

CMP/SSD-912 *Formerly Identified as:* NO REFERENCE
Procurement (New)
Description: See Standard Classes of Records.

CMP/SSD-913 *Formerly Identified as:* NO REFERENCE
Vehicle, Ship, Boat and Aircraft Accidents
Description: See Standard Classes of Records.

CMP/CFO-914 *Formerly Identified as:* NO REFERENCE
Finance (New)
Description: See Standard Classes of Records.

CMP/CFO-915 *Formerly Identified as:* NO REFERENCE
Accounts and Accounting (New)
Description: See Standard Classes of Records.

CMP/CFO-917 *Formerly Identified as:* NO REFERENCE
Budgets (New)
Description: See Standard Classes of Records.

CMP/SPA-918 *Formerly Identified as:* NO REFERENCE
Personnel (New)
Description: See Standard Classes of Records.

CMP/SPA-919 *Formerly Identified as:* NO REFERENCE
Classification of Positions (New)
Description: See Standard Classes of Records.

CMP/SPA-920 *Formerly Identified as:* NO REFERENCE
Employment and Staffing (New)
Description: See Standard Classes of Records.

CMP/SPA-921 *Formerly Identified as:* NO REFERENCE
Human Resources (New)
Description: See Standard Classes of Records.

CMP/SPA-924 *Formerly Identified as:* NO REFERENCE
Pensions and Insurance (New)
Description: See Standard Classes of Records.

CMP/SPA-925 *Formerly Identified as:* NO REFERENCE
Salaries and Wages (New)
Description: See Standard Classes of Records.

CMP/SPA-926 *Formerly Identified as:* NO REFERENCE
Staff Relations (New)
Description: See Standard Classes of Records.

CMP/SPA-927 *Formerly Identified as:* NO REFERENCE
Training and Development (New)
Description: See Standard Classes of Records.

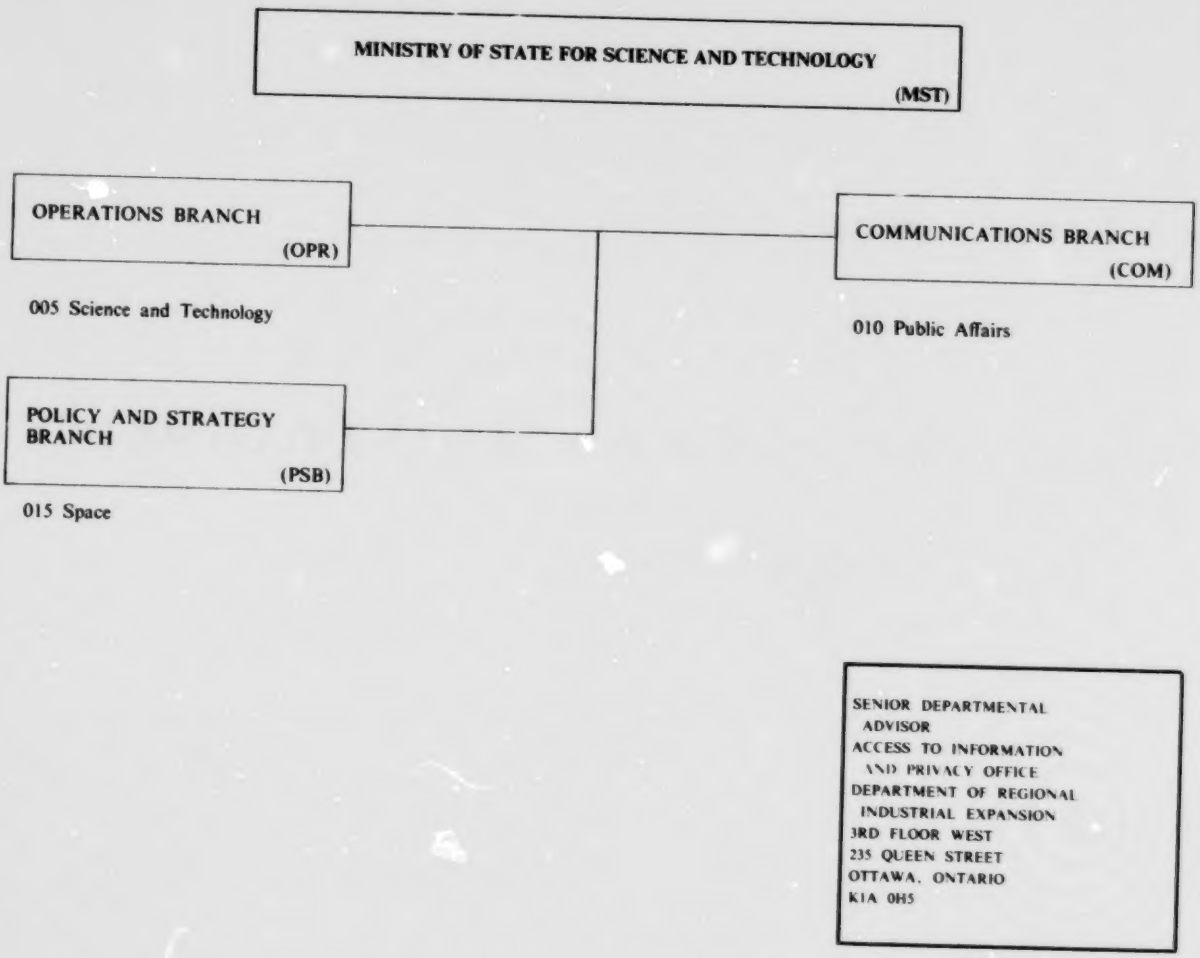
CMP/HSD-922 *Formerly Identified as:* NO REFERENCE
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

CMP/OLD-923 *Formerly Identified as:* NO REFERENCE
Official Languages (New)
Description: See Standard Classes of Records.

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

Chapter 86

MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY



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MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY

Background

The Ministry of State for Science and Technology (MOSST) was established in 1971 by Order-in-Council for the purpose of formulating and developing policies in relation to the activities of the Government of Canada that affect the development and application of science and technology. It is presided over by a Minister of State and a Secretary reporting to the Minister.

Since July of 1983, the Secretary has also been Chief Science Advisor (CSA) to the government with the responsibility for providing expert and objective advice to Cabinet and its committees on priorities for, and the planning of, Canada's overall science and technology effort.

This change of role necessitated the reorganization of the Ministry in order to give the Chief Science Advisor direct access to Cabinet. The new organization permits the Ministry to perform the central agency function of formulating policies and providing advice on science and technology to the federal government. Its mandate covers the science and technology activities of departments, and includes other activities (such as those of industry and universities) insofar as they interact with the federal government.

Overall Responsibilities

The responsibilities of the Ministry, as set out in the 1971 Order-in-Council, are to formulate and develop policies as well as give advice with regard to the establishment of priorities for science and technology; the support of science and technology and its application in furthering national objectives; the optimum investment in science and technology by government, industry and universities; the co-ordination of federal science and technology programs with other government policies; co-operation with the provinces, other organizations and other nations; the organization of science and technology in the public service; the allocation of financial and personnel resources; and the extent and nature of Canada's participation in international scientific undertakings.

On July 31, 1980, the Ministry was designated as the lead department for space research and development policy and the co-ordination of space activities among federal government departments and agencies. In July of 1983, when it was decided that the Secretary would assume the new role of Chief Science Advisor to the federal government, the Ministry was given additional responsibilities for advising on the integration of a long-range scientific perspective into the policy development process and into specfic proposals put forward by departments and ministries; on the identification of areas which are science and technology intensive and which will have a significant impact on Canada; and on the quality and effectiveness of science and technology policies. Other responsibilities include assessing the science and technology related policies and programs of the federal government, as they relate to the provincial governments and the industrial and university sectors in Canada and foreign countries, which have an impact on the Canadian economy; identifying areas of significant impact on the economy, society, international relations and national defence; recommending priorities for science and technology and developing cohesive and comprehensive strategies to achieve them.

Organization

The Ministry is organized into three branches: Policy and Strategy, Operations, and Communications. Administrative, Finance, Personnel and Access to Information and Privacy services are provided by the Department of Regional Industrial Expansion (DRIE).

General Information

Reports, brochures, speeches, press releases as well as other publications issued by the Ministry are available through

Communications Branch
8th Floor, West
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 990-6256

Access Procedures

Formal requests should be directed to

Senior Departmental Advisor
Access to Information and Privacy Office
Department of Regional Industrial Expansion
3rd Floor West
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 957-0508

Operations Branch

This branch is responsible for providing the Chief Science Advisor and the Cabinet committee system with advice on current issues involving science and technology considerations, and for responding to requests for special studies. This branch is also responsible for evaluating the science and technology implications of departmental proposals for Cabinet and for advising ministers on their integration with broader federal objectives.

Communications Branch

This branch is responsible for providing a catalytic and co-ordinative role in encouraging effective federal communication of science and technology related issues. It also provides public affairs support for the Minister and the Ministry.

Policy and Strategy Branch

This branch is responsible for providing the Chief Science Advisor and the Cabinet committee system with advice on medium to long-range science and technology issues that are likely to have an impact on the economic and social development of the country. This branch also develops space research and development policy, and co-ordinates space activities among government departments and agencies.

Classes of Records

MST/OPR-005 *Formerly Identified as:* MSST-10
Science and Technology (Revised)
Description: This class covers information relating to the operation of the Ministry. *Topics:* Ministry of State for Science and Technology - general; committees; conferences; interdepartmental co-operation and federal-provincial co-operation; financial assistance; reports; project assessments; special projects; unsolicited proposals.

MST/COM-010 *Formerly Identified as:* NO REFERENCE
Public Affairs (New)
Description: This class covers information relating to the activities of the Communications Branch, including public relations and the Public Affairs Program for Science and Technology. *Topics:* Communications - general; public relations; and Public Awareness Program for Science and Technology.

MST/PSB-015 *Formerly Identified as:* NO REFERENCE
Space (New)

Description: This class covers information relating to space, space policy, programs, agencies and organizations. *Topics:* Space and space policy - general; plans; programs; agencies and organizations; biotechnology; transportation; international science co-operation; and science and technology - industry.

Deleted Classes of Records

The following classes of records have been deleted from the 1984 edition because all records created prior to July 15, 1983, have been transferred to the Public Archives of Canada. This Ministry is presently redesigning its subject file classification system.

MSST-20	Committees
MSST-30	Conferences, Meetings, Symposia and Seminars
MSST-40	United Nations General Assembly Matters
MSST-50	Statistical Report Files
MSST-60	Federal-Provincial Co-operation
MSST-70	Federal Government Institutions
MSST-80	North
MSST-90	Oceans
MSST-100	Program Review and Assessment
MSST-110	Estimates Science Addenda
MSST-120	Multi-Year Operational Plans - Science Addenda
MSST-130	Science Co-operation International
MSST-140	Industry
MSST-150	Research and Development
MSST-160	Technological Assessment and Forecasting
MSST-170	Science Indicators Project
MSST-180	Space
MSST-190	Space-Related Capabilities
MSST-200	University and Post-Secondary Education
MSST-210	Highly Qualified Manpower
MSST-220	NRC-NSERC Grants
MSST-230	University Funding by Federal Departments
MSST-240	Administration
MSST-250	Personnel System
MSST-260	Finance System
MSST-270	Library Catalogue
MSST-280	Mailing List
MSST-290	Director of Scientific Capabilities

SCIENCE COUNCIL OF CANADA

Chapter 87

SCIENCE COUNCIL OF CANADA

SCIENCE COUNCIL OF CANADA
(SSC)

RESEARCH
(RES)

005 Research

ACCESS TO INFORMATION AND
PRIVACY CO ORDINATOR
SCIENCE COUNCIL OF CANADA
17TH FLOOR, BERGER
BUILDING
100 METCALFE STREET
OTTAWA, ONTARIO
K1P 5M1

SCIENCE COUNCIL OF CANADA

Background

The Science Council of Canada was created by the federal government in 1966 to provide independent advice on science and technology policy for this country. Its duties are set out in the *Science Council of Canada Act* and were enlarged by amendments made in 1978.

Overall Responsibilities

The Council's major responsibilities are to analyze science and technology policy issues; recommend policy direction to government; keep the public informed about the impact of science and technology in Canada; and stimulate discussion of science and technology policy among governments, industry and academic institutions. It reports to Parliament through the Minister of State for Science and Technology. The Council operates at "arm's length" from government, designing its own program of research and publishing its findings at its own discretion.

Organization

The Council consists of a chairman, a vice-chairman and up to 28 members drawn from all regions and representative of a variety of disciplines and interests, with a balance maintained between the academic and industrial communities. Aside from the chairman and vice chairman, members serve without remuneration.

The Council's research is carried out by staff based in Ottawa and by independent consultants working under contract. In general, the Council identifies areas of policy concern, authorizes exploratory studies, and then selects the most appropriate, specific policy studies. A major study (i.e. one requiring more than one year to complete) is normally conducted under the guidance of a study committee, which includes a chairman and some members of the Council, and outside experts, if necessary. The use of such study committees provides more time for detailed scrutiny of the work than is available during the quarterly two-day Council meetings. The staff and consultants under contract carry out the research and analysis and draft reports for discussion by appropriate committees and, in the case of formal policy reports, for subsequent submission to Council for its approval.

Major Publications

Effective communication is of fundamental importance to the Science Council. Research and the production of analyses and policy advice are of minimal value unless the information is delivered to those individuals and groups who can act on it.

Through its publications and other communication activities, the Council increases public awareness of major issues involved in the development and use of science and technology. At the same time, the Council seeks to stimulate nationwide discussion of the issues it raises and the recommendations it makes. This may involve the organization of meetings, conferences or workshops in order to bring together concerned Canadian citizens and representatives of government, industry, labour and the academic communities. Such meetings not only help to diffuse the results of the Council's research, but also provide a forum for feedback on public concerns and reactions to the Council's work and recommendations.

Science Council publications are available from Council's publication office at

100 Metcalfe Street, 17th Floor
Ottawa, Ontario
K1P 5M1
Telephone: (613)992-1142

The Council has a reading room on the 17th Floor at 100 Metcalfe Street where any authorized material may be looked over.

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Science Council of Canada
Berger Building, 17th Floor
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
Telephone: (613) 996-2681

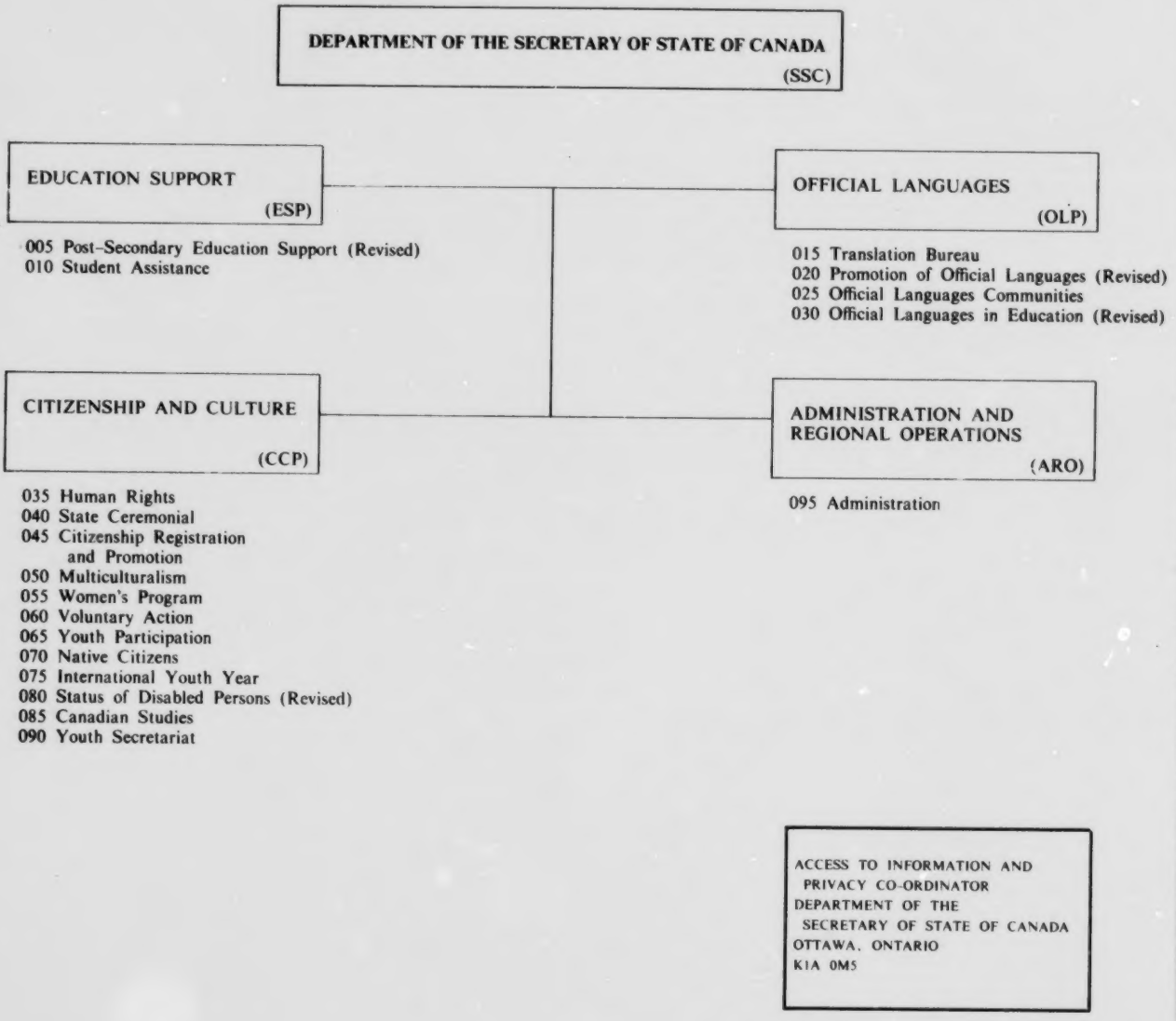
Classes of Records

SCC/RES-005 *Formerly Identified as:* SCC-10
Research
Description: Research studies, background information and unpublished documents on the improved use of science and technology for socioeconomic purposes. *Topics:* Technological and innovative capability in industry; education and employment in a technologically changing world; biotechnology, information technologies and other new technologies; science and technology infrastructure; and the impact of technology on society and the environment.

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Chapter 88

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF THE
SECRETARY OF STATE OF CANADA
OTTAWA, ONTARIO
K1A 0M5

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Background

The Department of the Secretary of State was established in 1868 as the official channel of communications between the new Dominion of Canada and the Imperial government in the United Kingdom. Since the early days, the Department has grown and changed, as has Canada itself.

Today, the programs of the Secretary of State concentrate on one of the prime objectives of the Government of Canada, which is to contribute to the development, among present and future Canadians, of a sense of belonging to the nation by permitting them to grow fully in a multicultural society within a bilingual frame.

Laws and Regulations

The Minister is responsible for administering the following statutes:

- Beaver, Symbol of Canada, S.C. 1974-75-76, c. 35
- Citizenship, S.C. 1974-75-76, c. 108
- Controverted Elections, Dominion, R.S.C. 1970, c. C-28
- Corrupt Practices Inquiries, R.S.C. 1970, c. C-33
- Disfranchising, R.S.C. 1970, c. D-7
- Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contribution Acts, 1977, S.C. 1976-77, c. 10, s. 24, re: Post-secondary Education Financing
- Holidays Act, R.S.C. 1970, c. H-7
- Laurier House, R.S.C. 1952, c. 163
- Léger Foundation, Jules and Paul-Emile, An Act to Incorporate, S.C. 1980-81-82-83 c. 25
- National Anthem, S.C. 1980-81-82, c. 5
- Public Service Employment, R.S.C. 1980, c. P-32
- Department of State, R.S.C. 1970, c. S-15
- Canada Student Loans Act, R.S.C. 1970, c. S-17
- Translation Bureau, R.S.C. 1970, c. T-13
- National Flag of Canada Manufacturing Standards Act, S.C. 1983-84, c.28
- Social Sciences and Humanities Research Council Act, S.C. 1976-77, c.24
- Constitution Act, 1982,s 1/82-97
- Constitution Act, 1867, R.S.C. 1970, Appendices. SS 93 and 133

Acts in which the Secretary of State has primary interest:

- Manitoba Act, 1870, R.S.C. 1970, Appendices, SS 22 & 23
- Salaries Act, R.S.C. 1970, S-2
- Appropriation Act No. 2, S.C. 1980-81-82, c. 41, Vote No. 10
- Official Languages Act, R.S.C. 1970, c. 0-2
- Canadian Bill of Rights, S.C. 1960, c. 44
- Trade Marks Act, R.S.C. 1970, c. T-10, s. 9, re: National Symbols

Overall Responsibilities

The activities and programs of the Department of the Secretary of State are diverse and touch upon many aspects of Canadian life.

Some programs encourage native Canadians to preserve their languages and cultures while adapting to the realities of modern life.

Programs directed at Official Language Communities assist numerous Canadian francophones and anglophones to preserve their languages and cultures through the education of their children in their mother tongue. The federal government also helps organizations and establishments in the private and non-federal public sector to provide services to the public in both official languages.

The Translation Bureau provides translation and interpretation services, in all languages as required, to Parliament, the Cabinet, the Public Service and the Judiciary, and to all agencies created by Parliament or the Governor-in-Council, to facilitate federal government internal communication communication with the Canadian public, and international communication.

Services available to future Canadian citizens help them to integrate with their new environment by helping them to acquire citizenship and learn one of the two official languages. Multiculturalism Canada also assists in removing barriers which inhibit the full and equal participation of minority cultural groups in the social, cultural and political life of Canada and encourages and supports the retention and sharing of culture by and among the various groups which make up Canadian society.

Through the Department of the Secretary of State, the Government of Canada contributes to the development and maintenance of education systems, particulary at the post-secondary level, which correspond to Canada's economic, social and cultural needs. It is, as well, responsible for the co-ordination and development of federal government policies and programs in the field of education.

A major activity of the Department is to support voluntary organizations whose role in society is recognized and appreciated by the federal government. These groups of citizens provide the government with important public feedback that indicates the sectors in which government action may be required.

Voluntary groups touch nearly all aspects of society: health, education, human rights, social development, youth, women, native citizens, and the disabled. Their preoccupations are in line with the ideal of social justice that the Secretary of State seeks to promote.

Since its creation, the Department has been charged with organizing and directing official ceremonies and events of national interest, thus contributing to national unity.

As co-ordinator of federal human rights activities in Canada, the Department of the Secretary of State of Canada is responsible for promoting tolerance and understanding so that everyone enjoys fundamental human rights and freedoms.

General Information

The Public Enquiries Unit responds to enquiries directed to the Department by the general public and other departments, with the exception of enquiries addressed directly to the Ministers or those originating from the media. It answers questions about the programs and activities of the Department as well as requests for information on the programs and activities of the federal government as a whole. The unit also handles the distribution of publications. A list of publications is available on request. Members of the public wishing to receive this list regularly, may be placed on a distribution list. Please write to

Enquiries Unit
Communications Directorate
Department of the Secretary of State of Canada
10th Floor
15 Eddy Street
Hull, Québec
K1A 0M5
Telephone: (819) 997-0055

The Secretary of State Library / Resource Centre is located on the 2nd floor of 15 Eddy Street, Hull, Québec. The centre is open from 8:45 a.m. to 4:45 p.m. weekdays. It makes available to the public copies of departmental manuals, research reports, briefs and other documents prepared by or for the Department. Documents catalogued in the Library are available through the public library network across the country.

Departmental Library
Department of the Secretary of State
2nd Floor
15 Eddy Street
Hull, Québec
K1A 0M5
Telephone: (819) 997-5384

Key Contacts

Regional offices across Canada are responsible for the management of departmental activities in all the regions of the country.

Regional Addresses

Nova Scotia Region

Department of the Secretary of State of Canada
Regional Directorate
5281 Duke Street
Halifax, Nova Scotia
B3J 3M1

Newfoundland and Labrador Region

Department of the Secretary of State of Canada
Regional Directorate
Box 75, Atlantic Place
215 Water Street
St. John's, Newfoundland
A1C 6C9

New Brunswick and Prince Edward Island Region

Department of the Secretary of State of Canada
Regional Directorate
860 Main Street, Suite 504
Moncton, New Brunswick
E1C 1G2

Québec Region

Department of the Secretary of State of Canada
Guy Favreau Complex
200 West Dorchester Boulevard
10th Floor, West Tower
Montréal, Québec
H2Z 1X4

Ontario Region

Department of the Secretary of State of Canada
Regional Directorate
Suite 200
25 St. Clair Avenue, East
Toronto, Ontario
M4T 1M2

Manitoba Region

Department of the Secretary of State of Canada
Regional Directorate
303 Main Street, Room 201
Winnipeg, Manitoba
R3C 3G7

Saskatchewan Region

Department of the Secretary of State of Canada
Regional Directorate
2101 Scarth Street, Room 200
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories Region

Department of the Secretary of State of Canada
Regional Directorate
Harley Court, Ground Floor
10045-111th Street
Edmonton, Alberta
T5K 1K4

Pacific Region

Department of the Secretary of State of Canada
Regional Directorate
Room 207
1525 West, 8th Avenue
Vancouver, British Columbia
V6J 1T5

Access Procedures

The Department of the Secretary of State encourages members of the public to obtain information through informal processes of access to information as much as possible. A great deal of departmental information is available through informal channels, that is, without having to fill out a Record Access Request Form.

Traditionally, people have contacted us and can still contact us for information through the Public Enquiries Unit of the Communications Branch. An additional informal access mechanism is available through the Resource Centre of the Secretary of State Library.

Requests for Department of the Secretary of State records under the *Access to Information and Privacy Act* should be addressed to

Access to Information and Privacy Co-ordinator
Department of the Secretary of State of Canada
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-4311

Education Support Program

Through the Education Support Program, the Department co-ordinates action by the federal government in the area of education support, both nationally and internationally; contributes to the post-secondary education capacity throughout Canada by way of transfers to the provinces and territories for educational purposes; and works towards increased access of all qualified and interested Canadians to formal learning through the provision of loan guarantees and interest relief.

Manuals

- Canada Student Loans Program: List of Eligible Institutions
- Canada Student Loans Program: Guidelines to Provinces
- Canada Student Loans Program: Guidelines for Lenders
- Canada Student Loans Program: Internal Procedures Manual

EDP Systems

- Post-Secondary Education Support Project 2004
- Post-Secondary Education System Project 2981
- Needs Assessment Reporting — Projects 7400, 2983, 2065, 2066
- Canada Student Loans Program — Loans Subsystem — Project 2982
- Canada Student Loans Program — Claims Subsystem — Projects 2982, 2090, 2040

Official Languages Program

The objective of the Official Languages Program is to foster a better appreciation among Canadians of the equal status of the two official languages and to provide Canadians with increased opportunities to

participate fully, in either official language, in all aspects of Canadian society, thus enhancing their sense of belonging to the country.

Manuals

- Translation Bureau Manual — describes the policies and procedures used by the Translation Bureau to carry out its activities.

EDP Systems

- Metro — Project 2962
- Terminum III — Terminology Bank — Projects 2961, 2007
- Translation Data Systems (TDS) — Projects 2001, 2403, 2965, 2072, 2964
- TAUM Aviation (Traduction Automatique Université de Montréal) — Project 2045
- Customer Satisfaction Survey on Translation and Interpretation — Projects 2601, 2077
- Analysis of the Translation and Interpretation Evaluations Report — Project 2601-1

Citizenship and Culture Program

This program aims to assist Canadians, especially cultural groups and those most in need, to achieve more equitable and equal opportunities for social growth, quality of life and fuller involvement in Canadian society; and to achieve an improved knowledge, appreciation and enjoyment of Canada and its cultural diversity. As well, the program aims to assist Canadians to achieve a greater awareness of human rights, fundamental freedoms and related responsibilities, and to increase respect for and compliance with Canada's domestic and international commitments.

Manuals

- Funding Manual: Grants and Contributions — an operating tool designed for use by departmental staff in dealing with the administration of departmental funding activities.
- Citizenship Registration Manual — contains the legislation and procedural guidelines used in the administration of the Citizenship Registration Program.

Administration and Regional Operations Program

This program aims to ensure, jointly and individually, with equity, the economical, efficient, effective and accountable realization of the Department's objectives and priorities, in a spirit of service to the public; and to contribute to an enhanced sense of belonging to the country, in each region for all Canadians.

Regional Operations carry out all departmental activities in all regions of the country, paying particular attention to the specific needs of each region. The Regional Offices also ensure regional participation and program development at a national level and facilitate communication to the public concerning departmental programs and activities.

The records existing in the Regional Offices are organized into classes of records and subject topics similar to those used by headquarters.

Manuals

The following manuals describe departmental policies and procedures used to carry out the various support activities of the Department:

- Executive Directives
- Departmental Services
- Administrative Services
- Financial Management
- Financial Coding
- Personnel
- Readings in Personnel Administration
- Security Services

Classes of Records

SSC/ESP-005 *Formerly Identified as:* SS-10
Post-Secondary Education Support (Revised)
Description: Administration of post-secondary education payments to the provinces and territories under the *Federal-Provincial Fiscal Arrangements Act* and *Federal Post-Secondary and Health Contributions Act* (1977) and co-operation with the Department of External Affairs in ensuring the effectiveness of Canada's participation in international educational fora and activities. *Topics:* Education — general; acts, bills, legislation and regulations; adult education; centres of specialization; commissions, committees, conferences, OECD, UNESCO; education policy, accountability, equalization, organizations; financing and funding — general; educational grants; established program financing; *Federal-Provincial Fiscal Arrangements Act;* provincial-territorial liaison (by province and territory); federal liaison (other departments); international liaison; research; studies and surveys; statistics; student summer employment.

SSC/ESP-010 *Formerly Identified as:* SS-20
Student Assistance
Description: Established in 1964, the Canada Student Loans Program (CSLP) is designed to make post-secondary education more accessible to interested and qualified Canadians and to facilitate geographic mobility in the choice of institutions. It provides loans to students with demonstrated financial need to help them meet the costs of full-time and part-time study at the post-secondary level. As well, it offers interest relief to unemployed ex-borrowers and forgiveness of loans to permanently disabled borrowers. *Topics:* Student Assistance — general; Canada Student Loans; legislation; federal-provincial co-operation on student assistance correspondence; publications; reports and returns; forms; financial; statistics; procedures; committees; studies; C.S.L. criteria; scheduling; guaranteed loans full and part-time studies; interest relief; aid to disabled students.

SSC/OLP-015 *Formerly Identified as:* SS-40
Translation Bureau
Description: The bureau facilitates communication in both official languages within the federal public service, and between the latter and the general public, by providing translation of texts to Parliament and government departments in a variety of languages through its translation services. Interpretation services provide simultaneous or consecutive interpretation, as well as multilingual interpretation to the House of Commons, courts, and official conferences. A sign-language service has also been set up to help public servants communicate more easily with the approximately 20,000 deaf Canadians. Linguistic services include terminology, documentation, training and language quality evaluation. Management services include planning, research evaluation, management information, administrative services and materiel maintenance. *Topics:* General; associations and organizations; bilingualism; conferences and seminars; translation services in general; client services; Planning, Management and Technology Branch; Liaison Secretariat; Terminology Directorate; Documentation Directorate; Linguistic Services Directorate (Training and Development, Language Quality, Research and Language Advisory Services); Translation Operations Branch: legal, scientific, economics, socio-administrative, and military and technical groups; multilingual services; Montréal Directorate; Québec City Directorate; Central Directorate; English Translation Directorate; Clearing Branch; Special Operations Branch; interpretation; Parliamentary translation.

SSC/OLP-020 *Formerly Identified as:* SS-50
Promotion of Official Languages (Revised)
Description: This component promotes the equal status of the two official languages and assists Canadians and their institutions in its achievement. Promotion of official languages embodies two main responsibilities: to foster awareness of Canada's linguistic quality and to support institutional bilingualism. *Topics:* Promulgation and implementation of laws recognizing the equal status of both official languages; fostering a national awareness of linguistic duality; introduction of linguistic reforms within the activities carried out by organizations, private sector establishments and non-federal public administrations.

SSC/OLP-025 *Formerly Identified as:* SS-140
Official Languages Communities
Description: Through the Official Languages Communities component of the official languages program, the Government of Canada has created a program of assistance to francophones in the province and territories outside Québec and to anglophones in Québec. The program objectives are to encourage and assist the official language minorities at the national, provincial and community levels; to establish and maintain their institutions; to develop their organizations and to participate, in their language, in the social, educational, cultural and economic life of Canadian society. *Topics:* Development of institutional services for the minority; access to educational, health, recreational, and telecommunications services; maintenance and development of services provided by minority community organizations.

SSC/OLP-030 *Formerly Identified as:* SS-30
Official Languages in Education (Revised)
Description: The activities of this program include the provision of financial assistance to the provinces and territories for minority language education and second official language instruction at all levels of the education system including summer language bursaries, official language monitors, teacher bursaries and fellowships to post-secondary students as well as scholarships through the Queen Elizabeth endowment fund; financial assistance to institutions and organizations to compile and share information on, or develop teaching techniques related to minority official language education and second official language instruction. *Topics:* Development of bilingualism; Bilingualism and Biculturalism Royal Commission; bilingual districts advisory board; provincial francophone associations; information — program and publicity; Official Languages in Education; summer language bursary program; official language monitor program; development of bilingualism in education; educational forum; correspondence with the public and educational institutions; provincial bilingual studies; private schools policy; elementary and secondary levels — federal-provincial conferences; post-secondary and teacher training levels; adult education language programs; specific projects and activities, cost-shared by province and territory; language research — general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with national and inter-provincial organizations; protocol of agreements between the government of Canada and the Council of Ministers of Education Canada (CMEC) and bilateral agreements between the government of Canada and provincial and territorial governments, for minority official language education and second official language instruction.

SSC/CCP-035 *Formerly Identified as:* SS-60
Human Rights
Description: The Human Rights Program achieves its objectives through a program of support for education, research and development work by non-governmental organizations as well as by operating a secretariat for the two major governmental human rights committees chaired by the Department: the Federal Interdepartmental Committee on Human Rights, which facilitates the co-ordination of the federal government's human rights responsibilities, and the Continuing Federal-Provincial-Territoral Committee of Officials Responsible for Human Rights, which provides a mechanism for liaison and consultation in matters relating to Canada's international human rights commitments. The activities of this program include the provision of both financial aid and technical support to organizations concerned with human rights development, the promotion of greater understanding among all groups, and assisting and co-ordinating the progress of human rights in Canada. *Topics:* Human Rights Program — general; 35th anniversary of the Universal Declaration of Human Rights; Canadian Constitution; Canadian Human Rights Commission; committees; conferences and seminars; discrimination; fellowship in human rights; freedom of information; human rights cases; Human Rights Day; international covenants on human, civil, political, economic, social and cultural rights; International Year for Human Rights (1968); International Year of the Child (1979); International Year of Disabled Persons (1981); International Youth Year (1985); legislation; racial discrimination; reports on human rights; United Nations; United Nations related intergovernmental agencies; United Nations economic and social council; Year Book on Human Rights.

SSC/CCP-040 *Formerly Identified as:* SS-70
State Ceremonial
Description: State Ceremonial activities help foster a sense of national identity through the promotion of national symbols (the Canadian flag, national anthem) and the organization of state ceremonies. It is responsible for matters that concern the Queen in Canada as well as her representatives, the Governor General and the lieutenant-governors of the provinces. *Topics:* State Protocol and Special Events — general; anthems; patriotic songs; arms; arms of Canada; ceremonies and celebrations; deaths, burials and state funerals; emblems and seals; Maple Leaf emblem; flags; gifts from Canada; gifts to Canada during centennial year; Governor General; Parliament; Parliament Hill; provincial matters, provincial administrators; provincial speeches from the Throne; provincial statutes; lieutenant-governors; Royalty; royal visits; use of Crown as a symbol; royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family; salute and saluting; titles; statues of former Prime Ministers; portraits of former Prime Ministers.

SSC/CCP-045 *Formerly Identified as:* SS-80
Citizenship Registration and Promotion
Description: Responsible for applying the new *Citizenship Act* of 1977, the branch provides services and facilities, including the regional citizenship courts, for the granting and issuing of proof of Canadian citizenship, and promotes the concept of Canadian citizenship through activities designed to encourage its acquisition and retention. *Topics: Citizenship Act;* natural-born Canadian citizens; loss of citizenship; resumption of citizenship; foundlings; Canadians other than natural-born; acquisition of Canadian citizenship; domicile, residence and lawful admission; automatic loss of citizenship; exemption from automatic loss of citizenship; loss of citizenship by revocation; status of Canadian citizens and recognition of British subjects; status of aliens; court procedures and evidence; citizenship appeal court; authority of Governor-in-Council, proclamations, regulations, designation; establishment of lawful admission, Canadian domicile or deportation; Newfoundland and Confederation; duties, liabilities, obligations after loss of nationality; violation and penalty for offence against the Act or regulations; repeal of *Naturalization Act* and *Canadian Nationals Act;* first schedule and nationality; citizenship laws and Commonwealth citizenship laws; other related statutes; foreign citizenship laws and other related statutes; Oath of Allegiance; Acts; certificates — citizenship naturalization; change of name; claims; external affairs; death; declaration of intention; denization; deportation; diplomatic relations; diplomats; disability; discretion of Minister; emigration; evidence of birth, adoption or legitimation; expatriation; hearings; immigration laws; interpreters and translators; language requirements; legal

opinions; marriage; national registration; passports; pensions; sect, religion, refugees; resolutions; Royal Canadian Mounted Police records; seamen; statelessness; dual nationality; treaties; United Nations; service — Canadian Armed Forces, Foreign Armed Forces; voters — eligibility; war criminals; women, citizenship regulations; persons who are citizens; persons who are not citizens; grant of citizenship; lawful admission and permanent residence; adequate knowledge of language and of Canada; loss of citizenship; revocation of citizenship; resumption of citizenship, application, registration and fees; citizenship judges; Federal Court — Trial Division; security and public order; prohibitions; delegation and exercise of authority; legal proceedings; offences under the Act; liaison with other government departments; demographic policy; citizenship language and textbook agreements.

SSC/CCP-050 *Formerly Identified as:* SS-90
Multiculturalism
Description: Multiculturalism Canada carries out the federal 1971 multiculturalism policy. It initiates and co-ordinates related programs in co-operation with other federal departments and agencies other levels of government and the private sector. Activities promote awareness of and appreciation for Canada's racial and cultural diversity. Financial and technical assistance is provided to representative ethnic and visible minority community groups, cross-cultural groups and organizations, institutions and individuals for activities undertaken in pursuit of the policy objectives. *Topics:* Multiculturalism Canada — general; program management; cultural enrichment — general, projects, supplementary schools, language teaching skills; performing and visual arts — general, film and audio-visual material; cultural integration — general, projects, English second language/French second language acquisition, immigrant women; group development — general, community development, skills development, organizational development; strategic assistance; intercultural communications — general, projects; multicultural centres; writing and publications — general, literature, histories, translations, resource and curriculum material (educational); ethnic studies — general, research, chairs of study public education — advertising and public relations activities; race relations; multiculturalism in education; immigrant women; research and analysis to the Minister of State for Multiculturalism and federal departments on the implication and application of multiculturalism as a federal policy.

SSC/CCP-055 *Formerly Identified as:* SS-100
Women's Program
Description: This program is the major federal organization responsible for providing advice, guidance, information and financial assistance to voluntary associations working to improve the status of women. Its objective is to encourage the full participation of women in Canadian society by increasing their ability to participate in all aspects of community life, and by urging major institutions to take concrete measures to improve their status. *Topics:* Women's Program — general; communications and media relations; consultants and consultations; conferences, meetings and seminars; discrimination and human rights; employment — affirmative action; International Women's Year — general, conferences and seminars, Interchange 75; non-government women's organizations, associations, centres and groups; regional grants; regional offices; reports and studies; Status of Women — general, plan of action, other government departments, municipalities and agencies, action research.

SSC/CCP-060 *Formerly Identified as:* SS-110
Voluntary Action
Description: This program is designed to encourage Canadians to participate in public and community affairs through national and local voluntary organizations. The disabled persons participation program supports voluntary organizations controlled by disabled and handicapped persons, and initiatives designed to encourage their full participation in Canadian society. Both programs provide technical and financial assistance to citizens' groups and associations in order to help them attain their participation objectives. *Topics:* Voluntarism — general; reports, research and studies; conferences, meetings and seminars; National Advisory Council on Voluntary Associations — general, consultations, research, studies and reports, Task Force reports and review, taxation and registered charities.

SSC/CCP-065 *Formerly Identified as:* SS-120
Youth Participation
Description: The goal of this program is to provide young Canadians with the opportunity to discover and better appreciate their country. The Department administers Open House Canada and finances the activities of Katimavik. *Topics:* Youth — general; Open House Canada; International Youth Year (1985); Youth Employment Programs — general, Student Community Service Program, Summer Student Employment and Activities Program; Summer Job Corps; Summer Youth Employment Program (1980); Summer Canada.

SSC/CCP-070 *Formerly Identified as:* SS-130
Native Citizens (Revised)
Description: This directorate is responsible for co-ordinating and administering seven programs serving Status Indian, non-Status Indian, Métis and Inuit organizations, and native-initiated and managed projects. These programs are designed to assist native people to identify their needs, to communicate their concerns and to develop the means to deal with them. They are the Native Friendship Centre Program, Native Communications Program, Northern Native Broadcast Access Program, Aboriginal Representative Organizations Program, Aboriginal Women's Program, Native Social and Cultural Development Program, and the Constitutional Review Program. The programs focus on native representative organizations, native constitutional concerns, native women, native people moving into urban areas, northern native broadcasting, community communication services and native social and cultural development which includes language retention. A consistent theme throughout all programs is that projects are community-based, initiated and managed by native people. *Topics:* Native citizens — general; agreements and treaties; committees; conferences and meetings; communications; discrimination and human rights; education, health and sports; employment; summer job corps; evaluation and review; friendship centres; funding; health services; housing; land claims; laws; migrating native peoples; non-government native organizations; policy development; reports and studies; research; social and cultural development; sports; statistics and surveys; women; youth.

SSC/CCP-075 *Formerly Identified as:* SS-131
International Youth Year
Description: The secretariat is responsible for co-ordinating Canada's observance of International Youth Year. It administers a special grants program to assist youth groups, non-profit voluntary organizations and institutions in carrying out special projects to mark the Year. Projects that encourage the participation of youth in the decision-making process, offer an innovative and practical approach to addressing the concerns facing Canadian youth, promote public awareness of youth concerns and support the participation of a broad representation of young Canadians in activities promoting the themes of the Year (participation, development and peace) are eligible for funding. Preference will be given to those projects run for and by youth that relate to, and help mark, International Youth Year in Canada. It also gathers and disseminates information on IYY related projects and activities, and undertakes other special initiatives such as national youth forums on issues of concern to youth. The objectives of the federal IYY program are to integrate the concerns of youth with those of other groups in society and to increase public awareness in Canada of the interests, concerns, and accomplishments of young people. As the United Nations has designated 1985 as International Youth Year, the federal program for International Youth Year will end in March 1986. *Topics:* Administration; operations; government grants.

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

SSC/CCP-080 *Formerly Identified as:* SS-132

Status of Disabled Persons (Revised)

Description: This secretariat aids the Secretary of State in the role of advocate for the quality of life of disabled citizens. It does not have program responsibilties but rather, monitors and facilitates federal initiatives aimed at the integration and equality of disabled persons in Canadian society. The scope is national through all levels of government and the private sector, and international, through bodies such as the United Nations. Canada is currently developing a Plan of Action in response to the United Nations Decade of Disabled Persons, 1983-92. This endeavor involves the federal and provincial governments, voluntary organizations and the private sector. *Topics:* Disabled Persons - general; employment; equipment and technical aids; non-government organizations; hearing disabilities; physical disabilities; sight disabilities; psychiatric disabilities; mental disabilities; learning disabilities; Directory of Federal Services for the Handicapped and Disabled; Obstacles Report; World Program of Action concerning disabled persons.

SSC/CCP-085 *Formerly Identified as:* NO REFERENCE

Canadian Studies (New)

Description: This directorate provides technical and financial assistance to individuals, organizations, Canadian businesses and corporations to advance the field of Canadian studies. Through its programs and activities the directorate encourages the development, distribution and use of Canadian studies learning materials, awards prizes for demonstrated excellence in classroom teaching of Canadian studies, supports the work of major national voluntary organizations committed to Canadian studies, promotes distance education and public education activities in identified areas, and encourages private sector support for Canadian studies in Canada through a matching dollar program. The directorate also acts as the co-ordinator for Canadian studies activities at the federal level and provides information on work in the field of Canadian studies to interested persons. *Topics:* Canadian Studies - general; studies of Canadian social history; studies of the Canadian economy; studies of Canada as a northern nation; professional education case studies; Canadian science curriculum in a Canadian context; Canadian cultural studies; Canadian studies writing awards; print learning materials development; film and audio-visual learning materials development; computer-based and assisted learning materials development; Canadian studies learning materials dissemination; learning materials use; prizes for excellence in the field of Canadian studies; public education through distance learning; support for organizations involved in Canadian studies; investments in the future of Canadian studies; Canadian studies directory.

SSC/CCP-090 *Formerly Identified as:* NO REFERENCE

Youth Secretariat (New)

Description: This secretariat was established in the spring of 1984 in response to the growing importance of problems facing youth by all sectors of the society. The Minister of State for Youth is responsible for the political, social, cultural and economic concerns of Canadian youth. *Topics:* Currently the secretariat has two components: the International Youth Year (IYY) Program, and the secretariat staff itself. The staff provides complete executive services to the Minister, accurate analyses of the youth situation and its measured progress. It develops strategic documents and policies, and designs and administers youth programs; provides liaison and co-ordination between parties from within and from outside the federal government; ensures the implementation of plans; and promotes youth aspirations in relation to Canadian government strategies.

SSC/ARO-095 *Formerly Identified as:* SS-150

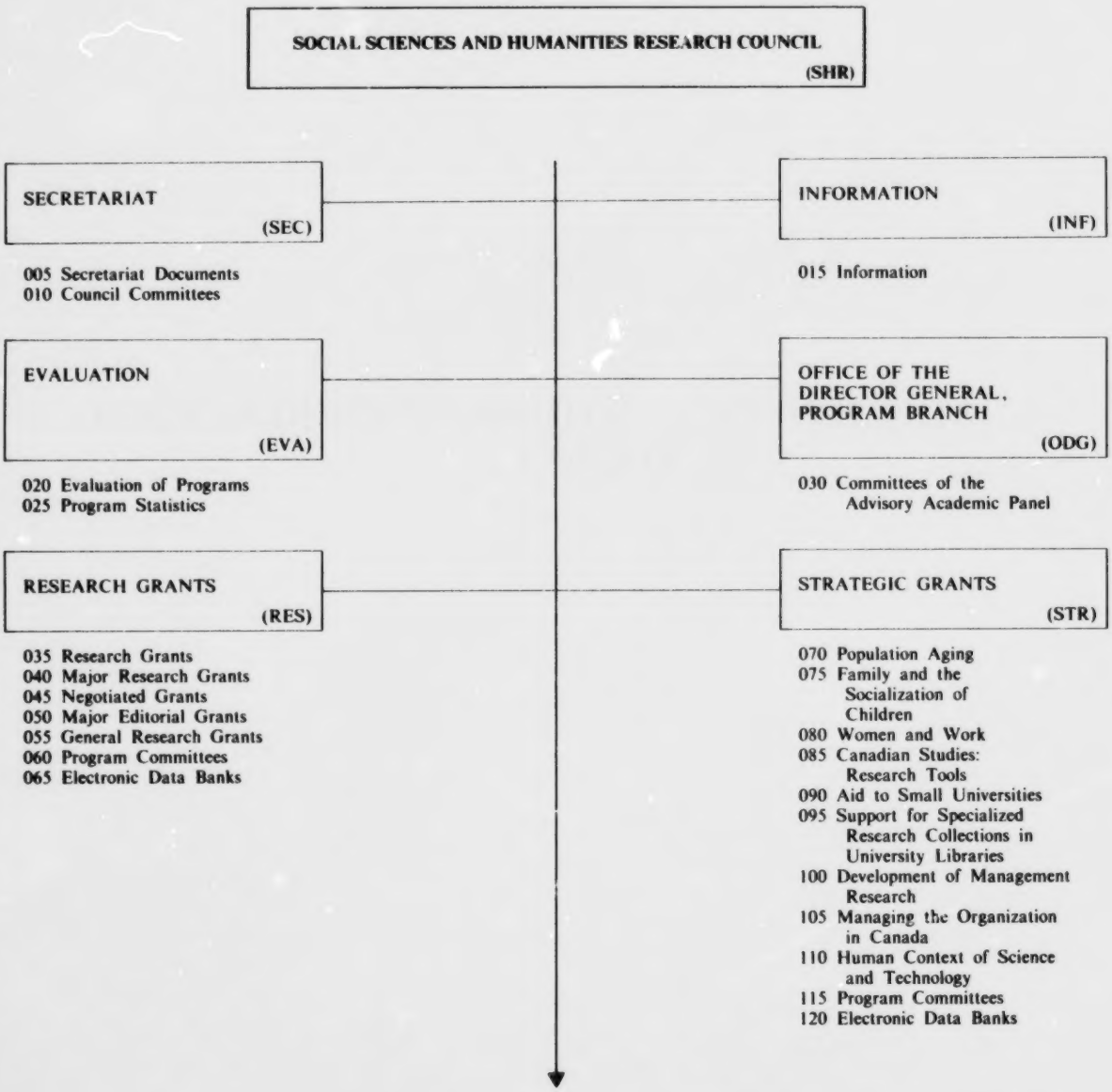
Administration

Description: This program is responsible for the management services consisting of planning, audit, evaluation and corporate policy; and central services which include finance, personnel, administrative services, communications, computer services and legal services.

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

Chapter 89

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL



SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

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FELLOWSHIPS (FEL)

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ACCESS TO INFORMATION
CO-ORDINATOR
SOCIAL SCIENCES AND HUMANITIES
RESEARCH COUNCIL
P.O. BOX 1610
OTTAWA, ONTARIO
K1P 6G4

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

Background

The Social Sciences and Humanities Research Council (SSHRC) was created in June 1977 by Act of Parliament. It took over the programs previously administered by the Humanities and Social Sciences Division of the Canada Council in April, 1978. Under the Act, the SSHRC, the Medical Research Council and the Natural Sciences and Engineering Research Council administer federal funds for university-based research and other scholarly activity.

The SSHRC is governed by a 22 member appointed Council chosen from the academic community and other major interest sectors of society.

Laws and Regulations

- Government Organizations (Scientific Activities) Act, 1976
- Social Sciences and Humanities Research Council By-Laws

Overall Responsibilities

The Council is primarily a grant-giving body whose funds are voted by Parliament. Its mandate, in terms of Section 5 of the *Government Organization (Scientific Activities) Act* 1976, is to promote and assist research and scholarship in the social sciences and humanities; and to advise the Minister on issues relevant to the research he or she may direct to the Council's attention.

To fulfill its mandate of promoting and assisting research and scholarship within the Canadian scholarly community, and to encourage its excellence, the Council has adopted the following objectives:

- to enhance the advancement of knowledge by assisting research;
- to assist in and advise on maintaining and developing the national capacity for research;
- to promote research which would contribute to the fulfillment of national objectives;
- to facilitate dissemination of research results and to increase Canada's international presence and recognition in the social sciences and humanities.

In pursuit of these goals, the Council administers fellowship programs for research training and support, and grants for research, international scholarly exchanges, research resources, scholarly publishing, conferences and other research-related activities. It conducts enquiries on the state of research in Canada in its disiplines, performs a leadership role in research policy and fulfills a liaison function with government and the scholarly community.

Files on all applicants for SSHRC grants and fellowships for the last four years are kept at the Council's office in Ottawa. The Council's policy on the retention/disposal of files is under review.

General Information

For general information please contact the following:

General, Parliamentary and Press Enquiries

Director of Information
Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario
K1P 6G4
Telephone: (613) 992-4283

General Enquiries/Programs Administered by SSHRC

Fellowships: (613) 992-0525

Research Grants: (613) 992-0566

Strategic Grants: (613) 992-3027

International Relations and Research Communications (613) 992-4313

Publications

All published material may be obtained from the Council's Information Division.

- Annual Report
- Council Update (newsletter)
- Program Brochures and Guidelines
  - — Strategic Grants
  - — Fellowships
  - — Research Communications
  - — International Relations
  - — Support for Specialized Research Collections
- Reports
  - — Academic Exchanges with the USSR: An Analysis and Evaluation of Provisions under the General Exchanges Agreement, 1980
  - — Aid to Scholarly Communication, 1982
  - — An Edited Volume of Proceedings Arising Out of a Preliminary Evaluation of Strategic Research Needs in the Human Context in Science and Technology Field, 1980
  - — An Evaluation Assessment of the Leave Fellowship Program and Its Alternatives, 1979
  - — An Evaluation Assessment Study of the Research Communication Division Program to Aid Scholarly Publication, 1983
  - — An Evaluation of the Negotiated Grants Program, 1980
  - — An Evaluation of the Total Communications Activities of the SSHRC and a Proposed Communications Plan for the Future, 1978
  - — A "Round the Clock Job": a Selected Bibliography on Women's Work at Home in Canada, 1983
  - — Canadian Archives, 1980
  - — Canadian Research in Education: A State of the Art Review, CSSE, 1982
  - — Canadian Scholarly Publishing, 1980
  - — Community-Based Research: Report of the SSHRC Task Force on Native Issues, 1983
  - — Data Book on Aspects of Language Demography in Canada, 1975
  - — Doctoral Fellowships and the Labour Market, 1983
  - — Education Research: Future Expectations and Past Performances, Wisenthal, 1982
  - — Education Research in Canada: Aims, Problems and Possibilities, A State of the Art Review, CAPE, 1982
  - — Ethics, 1977
  - — Evaluation Assessment of Selected Sections of the International Program, 1982
  - — Evaluation Assessment of the Development of the Management Research Program, 1981
  - — Evaluation Assessment of the Family and Socialization of Children Program, 1984

— Evaluation Assessment of the Human Context of Science and Technology Program, 1983

— Evaluation Assessment of the Population Aging Program, 1981

— Evaluation (Assessment) of the Post-doctoral Fellowships Program, 1981

— Evaluation Assessment Report on the Special M.A. Scholarship Program of the SSHRC, 1983

— Evaluation of an Area of Canadian Scholarship, 1975

— Evaluation of the Aid to Scholarly Publications Program, 1980

— Evaluation of the International Grants Program, 1984

— Evaluation Report on the Leave Fellowship Program and its Alternatives, 1979

— Evaluation Study of the Support to Specialized Collections Program, 1984

— Exchange of Scholars in the Humanities and Social Sciences Between Canada and China, 1981

— Language and Literacy in Canada, 1979

— Law and Learning, 1983

— L'evaluation de la recherche en sciences sociales. Volumes I and II, 1981

— Native Women in Canada: a Selected Bibliography, 1982

— Needs of Scholars at Small Universities, 1977

— Noble in Reason, 1981

— On the Objective Treatment of the Sexes in Research, 1985

— Phase I Report of the Evaluation of the Aid to Associations Program of the SSHRCC, 1983.

— Evaluation study of the Aid to Associations Program of the SSHRC, idem, 1984

— Report of the Commission on Graduate Studies in the Humanities and Social Sciences: Volumes I and II, 1978

— Report on the Commission on Graduate Studies in the Humanities and Social Sciences: Summary, 1978

— Report of the Consultative Group on the Individual, Language and Society, 1977

— Report of the SSHRCC General Research Grants Program Evaluation Project, 1984

— Report on Evaluation of the Population Aging Program, 1984

— Report on the Needs of Humanists in Research, 1977

— Researchers in the Social Sciences and Related Disciplines, Ahamad, 1984

— Research Activity in the Social Sciences, Adair, 1984

— Research on Post-Secondary Education in Canada, 1982

— Research Resources Program Evalutation Assessment, 1981

— Review of the Strategic Grants Program, 1983

— Solitudes and Communities: Research Library Resources in the 1980's, Cheney, 1983

— Special Masters Program Evaluation, 1984

— Survey Research, 1976

— The Challenge of Research on the Canadian Communities, 1979

— The Family and the Socialization of Children, 1980

— The Human Context for Science and Technology, 1980

— The Human Context for Science and Technology: Final Report, 1982

— The Individual, Language and Society in Canada, 1977

— Towards an Evaluation of a Research Grant Program, 1982

— University Management Education and Research: a Developing Crisis, 1980

— University Research Libraries, 1978

— Women in the Labour Force: a Selected Bibliography, 1982

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario
K1P 6G4
Telephone: (613) 992-0562

Secretariat

The secretary to the SSHRC administers the Secretariat Division and acts as secretary to the Council, the Liaison Committee with the Social Science Federation of Canada, the Canadian Federation for the Humanities, the Royal Society of Canada, the Canadian Association of Graduate Schools, the Canadian Association of Research Administrators, the Association of Universities and Colleges of Canada, and the Canadian Association of University Teachers. The secretariat maintains liaison with the provinces in the areas of the Council's concern, assists the president in developing and implementing Council policy, and organizes out-of-town meetings of the Council. The secretariat also administers the implementation of the *Access to Information Act* and the *Privacy Act*, and the strategic grants program of support for specialized research collections.

Manuals

- Financial Administration Manual, SSHRC
- Access to Information and Privacy Act guidelines issued by the Treasury Board

Information

This division is responsible for public relations with government, the scholarly community, the media and the general public; publication of the annual report, administrative information on fellowships and grants programs, reports of consultative groups, news releases and newsletters; preparation of official briefs, statements and speeches.

Manuals

- Technical Manuals for Writing and Editing

Evaluation

The division plans, carries out and co-ordinates the evaluation policy of Council programs, activities and procedures. It also conducts research and analysis related to the work of the Council and tests new methods for evaluating the results of research support.

Manuals

- Guide on the Program Evaluation Function
- Principles for Evaluation of Programs

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL

Office of the Director General, Program Branch

The Office of the Director General, Program Branch, administers the branch which fosters, promotes and assists research through the delivery of Council's grants and scholarship programs.

Research Grants

The division administers programs of financial support for scholarly research in the humanities and social sciences. It provides for adjudication of individual grant proposals, administers awards to successful applicants and provides funds directly to universities, on a formula basis, for small research and travel grants.

Manuals

- Guide for Applicants
- Information and Instructions for Research Grant Adjudication

Strategic Grants

Strategic grants are awarded to institutions and individual scholars to provide assistance for research or other scholarly work contributing to the fulfillment of national objectives. The two objectives of this program are the establishment of a basis of knowledge on identified social needs or problems — such as population aging, the family and the socialization of children, the human context on science and technology, women and work, managing the organization in Canada — and support for activities designed to help redress underdevelopment in specific areas in the humanities and social sciences. The latter include development of management research, aid to small universities and support for specialized research collections in university libraries.

Manuals

- Aid to Small Universities
- Women and Work
- Population Aging
- Support for Specialized Research Collections
- Canadian Studies Research Tools
- Development of Management Research
- The Family and the Socialization of Children
- The Human Context of Science and Technology
- Identification of Themes

International Relations and Research Communications

This division (formerly two separate divisions), is responsible for grants awarded for the following: aid to learned journals; aid to occasional scholarly conferences in Canada; aid to scholarly publications; and aid to scholarly associations. This division also administers the International Relations program which provides grants to encourage collaboration between Canadian and foreign scholars and to make the work of Canadian scholars better known abroad. Its aim is to develop, enhance and maintain a research communication network across Canada and throughout the world.

Manuals

- Aid to Learned Journals in the Social Sciences and Humanities
- Aid to Occasional Scholarly Conferences in Canada
- Aid to Scholarly Associations
- Attendance Grants to Scholarly Associations

Fellowships

This division administers scholarships and fellowships for research training and for independent research.

Manuals

- Screening and Coding Instructions
- Application and Adjudication Procedures

Classes of Records

SHR/SEC-005 *Formerly Identified as:* SSHRC-10

Secretariat Documents

Description: Official records and minutes of meetings held under the auspices of the Council.

SHR/SEC-010 *Formerly Identified as:* SSHRC-20

Council Committees

Description: Information on the following Council committees — executive, audit and evaluation, liaison, ethics. *Topics:* Establishment; organization; functions; agenda; notices; minutes; reports; correspondence.

SHR/INF-015 *Formerly Identified as:* SSHRC-40

Information

Description: Information on Council programs and policies, publications, public relations. *Topics:* Annual report; newsletters; public relations (news releases, speeches, statements, press clippings); history and background of Council; publications (reports of enquiries, working groups, consultative groups, workshops); production of documents (application forms, brochures, guidelines, etc.); correspondence.

SHR/EVA-020 *Formerly Identified as:* SSHRC-50

Evaluation of Programs

Description: Information on the evaluation of Council programs. *Topics:* Evaluation assessments; surveys; studies and reports.

SHR/EVA-025 *Formerly Identified as:* SSHRC-60

Program Statistics

Description: Statistics correlating the number of applications, the amounts of money requested, the number of awards made and the amount paid out in awards with various data on the applicants — academic discipline, language of application (English or French), sex, province of residence, university affiliation, citizenship (Canadian or permanent resident).

SHR/ODG-030 *Formerly Identified as:* SSHRC-30

Committees of the Advisory Academic Panel

Description: Information on advisory academic panel and former sub-committees — steering, research, training, research support, research communication, program development. *Topics:* Establishment; organization; functions; agenda; notices; minutes; reports; nominations from learned societies and universities; membership; meetings; correspondence.

SHR/RES-035 *Formerly Identified as:* SSHRC-70
Research Grants
Description: Individual case files for all applicants requesting a research grant.

SHR/RES-040 *Formerly Identified as:* SSHRC-71
Major Research Grants
Description: Individual case files for all applicants requesting a major research grant.

SHR/RES-045 *Formerly Identified as:* SSHRC-80
Negotiated Grants
Description: Information on grants to universities on behalf of teams of researchers carrying out a program of research.

SHR/RES-050 *Formerly Identified as:* SSHRC-90
Major Editorial Grants
Description: Information on grants to universities on behalf of teams of researchers carrying out long-term, large-scale editorial projects.

SHR/RES-055 *Formerly Identified as:* SSHRC-100
General Research Grants
Description: Information on requests for block funding to universities for small research and travel grants.

SHR/RES-060 *Formerly Identified as:* SSHRC-210
Program Committees
Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/RES-065 *Formerly Identified as:* SSHRC-220
Electronic Data Banks
Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. By the end of the 1985/1986 fiscal year, adjudication records and financial payment records will be maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/STR-070 *Formerly Identified as:* SSHRC-110
Population Aging
Description: Information on requests from individuals, institutions or groups for grants in the area of population aging. *Topics:* Grant requests — strategic research grants, re-orientation grants, institutional grants, research tools and facilities grants, research initiatives grants, post-doctoral fellowships, post-doctoral renewal fellowships.

SHR/STR-075 *Formerly Identified as:* SSHRC-120
Family and the Socialization of Children
Description: Information on requests from individuals, instituations or groups for grants in the area of family and the socialization of children. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-080 *Formerly Identified as:* SSHRC-121
Women and Work
Description: Information on requests from individuals, institutions or groups for grants in the area of women and work. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-085 *Formerly Identified as:* SSHRC-130
Canadian Studies: Research Tools
Description: Information on requests from individuals, institutions or groups for grants to prepare finding aids for primary and secondary source materials in the field of Canadian studies.

SHR/STR-090 *Formerly Identified as:* SSHRC-140
Aid to Small Universities
Description: Information on requests from universities which meet the Council's eligibility criteria (fewer than 3,500 full-time students and, for federated and affiliated institutions, 50 miles from the senior university operating in the same language) for grants to help develop research potential.

SHR/STR-095 *Formerly Identified as:* SSHRC-150
Support for Specialized Research Collections in University Libraries
Description: Information on requests from Canadian university libraries for grants to improve library collections which are considered as having national or regional significance for research in a particular area. *Topics:* Grant requests — regular program; Fleeting Opportunities program.

SHR/STR-100 *Formerly Identified as:* SSHRC-160
Development of Management Research
Description: Information on requests from individuals or organizations for grants to help them develop or improve research capacity in the fields of management, business and administrative studies, including public administration. *Topics:* Grant requests — research, seed money, research workshops, doctoral completion fellowships, management re-orientation fellowships, research initiatives, summer methodology workshops.

SHR/STR-105 *Formerly Identified as:* SSHRC-240
Managing the Organization in Canada
Description: Information on requests from individuals, institutions or groups for grants in the area of managing the organization in Canada, covering the development of innovation, entrepreneurship and marketing expertise for Canadian business and industry at home and abroad. *Topics:* Grant requests — research grants, seed money, research workshops, research initiatives.

SHR/STR-110 *Formerly Identified as:* SSHRC-170
Human Context of Science and Technology
Description: Information on requests from individuals, institutions or groups for grants in the area of the human context of science and technology. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-115 *Formerly Identified as:* SSHRC-210
Program Committees
Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/STR-120 *Formerly Identified as:* SSHRC-220
Electronic Data Banks
Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. By the end of the 1985/1986 fiscal year, adjudication records and financial payment records will be maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/IDR-125 *Formerly Identified as:* SSHRC-180
Aid to Learned Journals in the Social Sciences and Humanities
Description: Information on requests from learned societies, research institutions or groups of scholars for assistance towards publication costs of learned journals in the social sciences and humanities.

SHR/IDR-130 *Formerly Identified as:* SSHDR-181
Aid to Scholarly Conferences in Canada
Description: Information on requests from universities or scholarly associations to provide partial travel and subsistence costs of participants in scholarly conferences held in Canada.

SHR/IDR-135 *Formerly Identified as:* SSHRC-182
Aid to Scholarly Associations
Description: Information on requests from scholarly associations for assistance towards administrative costs.

SHR/IDR-140 *Formerly Identified as:* SSHRC-183
Attendance Grants to Scholarly Associations
Description: Information on requests from scholarly associations for financial assistance towards members' travel to the annual meetings of the association.

SHR/IDR-145 *Formerly Identified as:* SSHRC-184
Aid to Scholarly Publications
Description: Information on requests from the Social Science Federation of Canada and the Canadian Federation for the Humanities for block funds to administer a program of grants for Canadian scholarly publishing.

SHR/IDR-150 *Formerly Identified as:* SSHRC-185
Other Programs
Description: As SSHRC funds permit, experimental and demonstration projects may be supported on innovative approaches to scholarly publishing using electronic technology.

SHR/IDR-155 *Formerly Identified as:* SSHRC-200
Travel Grants for International Conferences
Description: Application files for grants intended to encourage Canadian scholars to participate in major international meetings.

SHR/IDR-160 *Formerly Identified as:* SSHRC-201
Travel Grants for International Representation
Description: Application files for grants to Canadian members of international scholarly organizations for travel to management and policy meetings of these organizations.

SHR/IDR-165 *Formerly Identified as:* SSHRC-202
Grant for International Collaborative Research
Description: Application files for grants to encourage Canadian scholars to collaborate with scholars in other countries on research projects of mutual interest.

SHR/IDR-170 *Formerly Identified as:* SSHRC-203
Aid to International Secretariats in Canada
Description: Application files for grants to provide financial assistance to the secretariats of international organizations while they are located in this country.

SHR/IDR-175 *Formerly Identified as:* SSHRC-204
Grants for International Congresses in Canada
Description: Application files for grants to assist Canadian scholars organizing international scholarly conferences in Canada.

SHR/IDR-180 *Formerly Identified as:* SSHRC-205
Grants for Visiting Foreign Scholars
Description: Application files for grants intended for Canadian universities to invite distinguished foreign scholars for lectures and seminars in this country.

SHR/IDR-185 *Formerly Identified as:* SSHRC-206
Grants to Lecture Abroad
Description: Application files for travel grants to Canadian scholars invited to lecture abroad.

SHR/IDR-190 *Formerly Identified as:* SSHRC-207
Bilateral Exchange Programs
Description: Application files for grants under agreements between SSHRC and foreign governments. *Topics:* An agreement signed by the SSHRC and the Centre nationale de la recherche scientifique de la France to facilitate co-operation between French and Canadian scholars on research programs of common interest; an agreement signed by the SSHRC and the Chinese Academy of Social Sciences providing annually for the exchange of scholars to conduct research and give lectures; an agreement signed by the SSHRC and the Academy of Social Sciences of the Soviet Union providing for the exchange of up to ten scholars annually to conduct research and give lectures (program has been suspended since 1980); an agreement signed by the SSHRC and the Japan Society for the Promotion of Science providing annually for the exchange of scholars; an agreement signed by the SSHRC and the Academy of Sciences of Hungary providing annually for the exchange of scholars.

SHR/IDR-195 *Formerly Identified as:* SSHRC-208
Special International Projects
Description: Application files for special projects of international scholarly interest funded under authorization of the SSHRC president.

SHR/IDR-200 *Formerly Identified as:* SSHRC-210
Program Committees
Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/IDR-205 *Formerly Identified as:* SSHRC-220
Electronic Data Banks
Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. By the end of the 1985/1986 fiscal year, adjudication records and financial payment records will be maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/FEL-210 *Formerly Identified as:* SSHRC-190
Leave Fellowships
Description: Application files for university scholars on leave who are engaged in research or other scholarly activity in the humanities and social sciences and who have applied for financial support.

SHR/FEL-215 *Formerly Identified as:* SSHRC-191
Post-doctoral Fellowships
Description: Application files for scholars who have been awarded an earned degree by a recognized university and who are requesting funds to engage in full-time post-doctoral research for 12 months at a recognized university or research institution; also application files for SSHRC Post-doctoral Fellowship holders applying for a second year of support.

SHR/FEL-220 *Formerly Identified as:* SSHRC-192

Doctoral Fellowships

Description: Application files for students who have completed one year of graduate studies beyond the honours B.A. or its equivalent and who are seeking financial assistance to carry out a program of studies leading to a Ph.D. or its equivalent in the humanities and social sciences; also application files for SSHRC Doctoral Fellowships holders applying for a second or third year of support.

SHR/FEL-225 *Formerly Identified as:* SSHRC-193

Special M.A. Scholarships

Description: Application files for Canadian students in the final year of an honours B.A. program or its equivalent at a Canadian university who wish to receive financial assistance to pursue a master's degree program; Queen's Fellowships are offered annually to three students selected from special M.A. scholarships applicants for graduate work in Canadian studies.

SHR/FEL-230 *Formerly Identified as:* SSHRC-194

Jules and Gabrielle Léger Fellowship

Description: Application files for senior scholars for research and writing on the history, role and function of the Crown and the Governor-General in a parliamentary democracy.

SHR/FEL-235 *Formerly Identified as:* NO REFERENCE

Special Post-doctoral Fellowship for Research in Sociology on Urban Poverty in Canada (New)

Description: Application files for scholars who have been awarded an earned doctoral degree by a recognized university and who are requesting funds for a special post-doctoral fellowship to engage in research in sociology on urban poverty in Canada.

SHR/FEL-240 *Formerly Identified as:* NO REFERENCE

Bora Laskin National Fellowship in Human Rights Research (New)

Description: Application files for scholars requesting funds to pursue a specific multi-disciplinary program of work in Human Rights research.

SHR/FEL-245 *Formerly Identified as:* SSHRC-210

Program Committees

Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/FEL-250 *Formerly Identified as:* SSHRC-220

Electronic Data Banks

Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants and fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. By the end of the 1985/1986 fiscal year, adjudication records and financial payment records will be maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

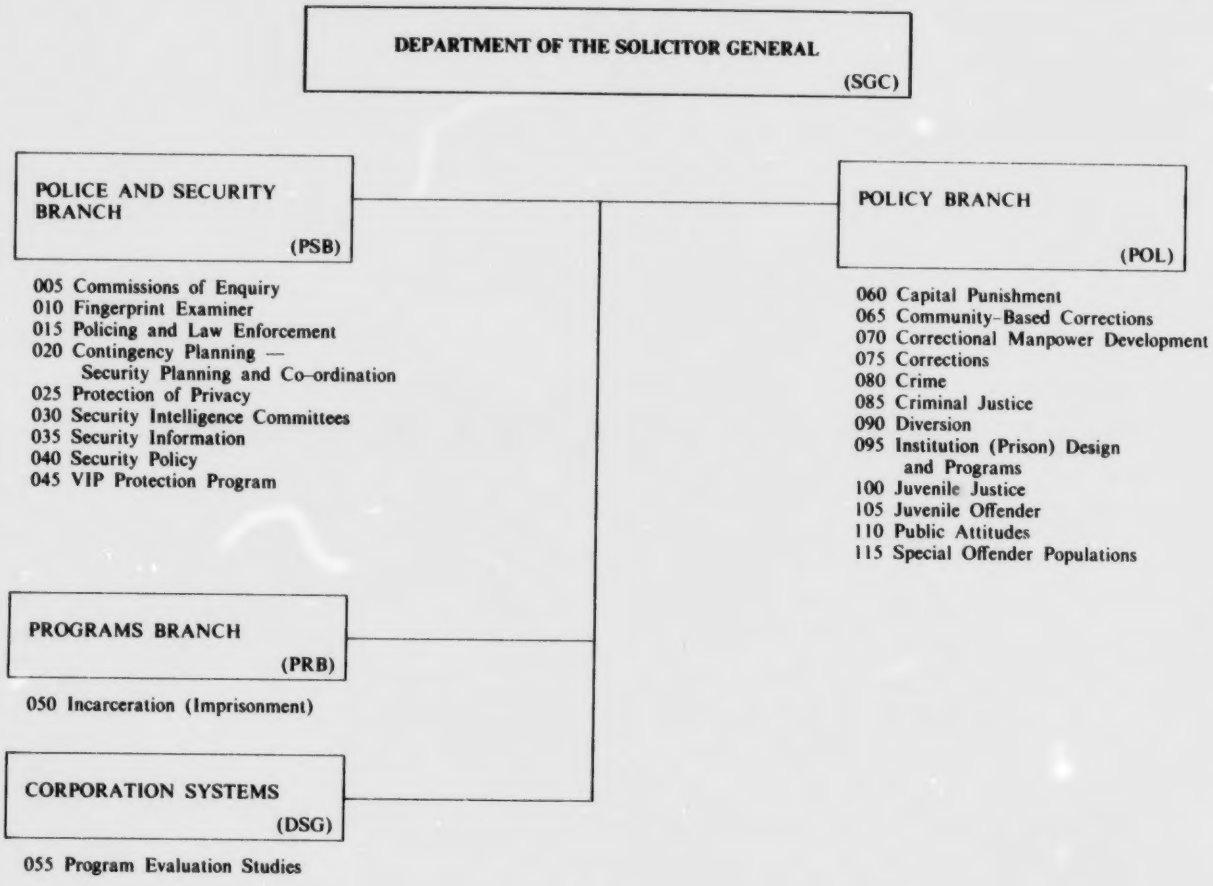
Deleted Classes of Records

SSHRC-230 Women and Work

DEPARTMENT OF THE SOLICITOR GENERAL

Chapter 90

DEPARTMENT OF THE SOLICITOR GENERAL



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
MINISTRY SECRETARIAT
DEPARTMENT OF THE
SOLICITOR GENERAL
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0P8

DEPARTMENT OF THE SOLICITOR GENERAL

Background

The Department of the Solicitor General was established in 1966 when Parliament enacted the *Department of the Solicitor General Act*, which assigned to the Solicitor General responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, parole, remissions, and the Royal Canadian Mounted Police.

By 1973, evolutionary additions and changes to these responsibilities resulted in the Department's reorganization into a Ministry, incorporating the Office of the Correctional Investigator, the Correctional Service of Canada, the National Parole Board, the Royal Canadian Mounted Police and the Secretariat. On July 16, 1984, the newly established Canadian Security Intelligence Service was also added to the Ministry.

Overall Responsibilities

The Solicitor General discharges certain duties specifically assigned under a number of Acts, notably the *Royal Canadian Mounted Police Act*, the *Penitentiary Act*, the *Parole Act*, the *Prisons and Reformatories Act*, the *Immigration Act*, the *Official Secrets Act*, the *Canadian Security Intelligence Service Act*, the *Criminal Records Act*, and the Criminal Code of Canada. In addition, the agencies of the Ministry have an operational responsibility for the discharge of functions under Acts such as the *Criminal Indentification Act*, the *Diplomatic and Consular Privileges and Immunities Act*, the *Fugitive Offenders Act* and the *Migratory Birds Act*, among others. Specific mandates of the Ministry's agencies are as follows.

The Secretariat is responsible for developing and co-ordinating Ministry policy and program roles, at the federal and federal-provincial levels, in four major areas: criminal justice, corrections, police, and security.

The RCMP is responsible for the enforcement of federal statutes, the provision of police services under provincial and municipal contracts, and of national police services.

The Correctional Service of Canada is responsible for the custody of inmates, their health care, education, training and employment. It also provides inmate counselling and personal development programs and supervises parolees.

The National Parole Board is responsible for granting or denying parole, including day parole, to inmates of federal and provincial prisons. It also rules on unescorted temporary absences for inmates of federal penitentiaries and recommends the exercise of the Royal Prerogative of Mercy and the granting of pardons.

The Correctional Investigator's mandate is to investigate complaints from or on behalf of incarcerated persons and report upon problems identified; in essence, acting as an ombudsman, endeavouring to resolve complaints by administrative action.

The Canadian Security Intelligence Service (CSIS) collects, analyses and retains information and intelligence respecting activities that may on reasonable grounds be suspected of constituting threats to the security of Canada.

The Office of the Correctional Investigator, the RCMP, the Correctional Service of Canada, the National Parole Board and the Canadian Security Intelligence Service are described in greater detail elsewhere in this Register with a complete listing of the information they hold. Requests for access to information specifically related to these agencies should be directed to the Access Co-ordinator of the particular agency.

The Secretariat, which reports to the deputy solicitor general, is described below with a complete listing of the information banks under its control.

General Information

The Secretariat has general information services available to the public which should be consulted as a first step to obtaining information. Please contact

Communications Division, Programs Branch
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

You may also consult the

Ministry Library and Reference Centre
Criminology Documentation Centre
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

Ministry Public Reading Room

Access to policy, administrative and operational manuals which employees of the Ministry utilize to administer current government programs and other reference material is available in the Ministry Public Reading Room, located on the ground floor of the Ministry headquarters at 340 Laurier Avenue West, Ottawa. Telephone number (613) 995-4811, Ext. 176.

Access Procedures

Requests for access to information which may be held in the Secretariat and is not available through the general information service should be addressed to

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

Office of the Inspector General

The Inspector General is responsible for the monitoring and review of the operational activities of the Canadian Security Intelligence Service.

Police and Security Branch

The branch provides policy advice to the Solicitor General on the role, priorities, programs and operational activities of the Royal Canadian Mounted Police and the Canadian Security Intelligence Service. The branch also develops policy on federal law enforcement, national policing issues, national security and contingency planning.

To facilitate the realization of the government's commitment to provide clear direction to the RCMP and the Canadian Security Intelligence Service, and to ensure the accountability of these organizations to Parliament, the branch has two directorates: the Police and Law Enforcement Policy Directorate and the Security Policy and Operations Directorate. In addition, there is a Security Planning and Co-ordination Division and a Security Advisory Committee Secretariat which under the division's director, has

primary responsibility for the development of government administrative security policies.

Security Policy and Operations Directorate

The security components of the branch were reorganized, effective February 1, 1983, to form a new Security Policy and Operations Directorate. The directorate now comprises two divisions: Security Policy, and Security Operations.

The directorate is responsible for reviewing operational proposals referred to the Minister by the Canadian Security Intelligence Service (CSIS) to ensure their conformity with Ministerial guidelines and standards; reviewing applications by the CSIS to the Solicitor General for approval to implement special investigative techniques provided for by the *Canadian Security Intelligence Service Act;* reviewing the government's national internal security policies and CSIS' general operational policies in order to provide advice to the Solicitor General; and reviewing all proposed changes in government policy and legislation which may have an impact on existing national internal security policies, with a view to advising the Solicitor General on co-ordinating the needs of national security and other areas of government policy.

Security Planning and Co-ordination Division

This division is responsible for developing and co-ordinating government policy and program roles in support of the federal government's national counter-terrorism arrangements; and the development of contingency plans in response to internal security or civil emergency situations in which the Ministry has a lead role. It is also responsible for the Security Advisory Committee Secretariat.

The Security Advisory Committee Secretariat

The Security Advisory Committee (SAC) is an inter-departmental committee of senior security officials of departments having major security responsiblities. The Chairman is the senior assistant deputy solicitor general. He is assisted by a small Secretariat which reports to the director, Security Planning and Co-ordination. An executive committee of the SAC meets monthly to consider major security policy issues and to identify and plan future priorities.

The Secretariat is responsible for developing federal administrative security policies; advising departmental security officers on matters of general security policy; monitoring the publication of security intelligence documents; and providing direction and support to various sub-committees of the SAC dealing with specialized areas of security.

Police and Law Enforcement Policy Directorate

This directorate is responsible for developing and reviewing policy proposals governing the overall effectiveness and accountability of the RCMP; developing and implementing federal policy on the management of RCMP policing agreements with provinces, territories and municipalities; reviewing RCMP policy and expenditure submissions; developing policy for federal-provincial law enforcement initiatives; and participating in the development of policy initiatives with federal and national policing and law enforcement implications.

Programs Branch

The Programs Branch is the Ministry's research and development arm. Its primary aim is to produce sound information through demonstration, research and evaluation, and to communicate this information to improve criminal justice legislation, policy, programs and operations. The branch strives to make accessible the results of research and development and practical experience.

The branch research and development mandate encompasses two interrelated activities:

- knowledge building which is based on research, statistics, experimental programs, and dissemination of information from these activities; and
- technical expertise and services such as communications and media-relations, data processing activities, library and reference services, criminal justice employment programs, and major public involvement campaigns such as Crime Prevention Week.

Research Division

The Research Division conducts social science research on issues that are relevant to the priorities of the Ministry. There are two distinct but interrelated goals of this research. The first is to provide sound information and research-based policy advice for the planning and evaluation of Ministry policies and programs. This research is usually undertaken at the request of Ministry officials, although the findings from these studies also serve to identify emerging issues and new Ministry initiatives. The second is to assist provincial and local criminal justice agencies in the areas of policing, corrections, and other areas of common concern. This research enables the Secretariat to play a leadership role to support the development of experimental programs that can serve as models across Canada.

These research efforts are accomplished though contracting out for research studies and in-house data analysis; communicating the results or findings of the research; identifying research requirements or gaps in knowledge; providing research based policy advice to the criminal justice system; and supporting the development of Canadian criminal justice research manpower and resources through provision of support to Canadian research centres.

Statistics Division

The Statistics Division provides professional and technical services to the Secretariat and the Ministry agencies and promotes the development of better information and statistics in the criminal justice system. This is accomplished through:

- identification of criminal justice policy areas requiring a quantitative base for decision making, and developing means to provide the necessary data and analysis;
- conduct of statistical studies and surveys;
- participation in the development of co-ordinated federal/provincial efforts to strengthen the availability of comprehensive criminal justice information and statistics, and improve the scope, validity and timeliness of the information for use in operations, management and policy decision-making related to ministry priorities;
- maintenance of a base of up-to-date statistics, identification of gaps, and participation in statistics-gathering activities to lessen the gaps;
- provision of data processing support to the Secretariat through development of computer technology, acquisition of hardware, systems design, technical support, training, and preparation of data processing plans;
- participation in the development of policies on information system and statistical data gathering;
- co-ordination of project evaluation and implementation of information systems to assist in the monitoring and evaluation of research and development projects; and
- dissemination of information through the release of the results of statistical analyses and studies.

Consultation Centre

The Consultation Centre is essentially an agent for change and improvement in the criminal justice system. Through the processes of consultation and experimentation, the centre tests and develops innovative problems, increases community participation in criminal justice issues; facilitates information exchange and technology transfer amongst federal, provincial and municipal government organizations and private and voluntary sector organizations, and assists and encourages inter-governmental and intra-governmental planning for criminal justice policies and programs.

To accomplish these objectives, the Consultation Centre organizational structure includes a national headquarters in Ottawa and regional offices in Moncton, Montréal, Toronto, Saskatoon, Edmonton and Vancouver.

Communications Group

The Communications Group explains Ministry objectives, roles and activities to all those within the criminal justice system and the public, and serves the information and communication needs of the Solicitor General in the exercise of his or her constitutional responsibility.

The division places special emphasis on converting the results of research and development to appropriate forms for use by components of the justice system and on effective liaison with representatives from various Canadian media.

The Communications Group accomplishes its tasks by:

- developing and implementing communications policies and strategic plans, in conjunction with Ministry agencies;
- establishing a well-balanced and co-ordinated program of information for the public-at-large and the public specifically interested in the criminal justice system;
- responding to the needs of the news media when information is required regarding the activities of the Ministry;
- producing Ministry publications, special reports, press releases and speeches;
- producing audio-visual materials such as films, videotapes and public service announcements;
- co-ordinating the Ministry participation in major fairs, conferences, and travelling exhibits designed to inform the public about federal initiatives in criminal justice;
- publishing Liaison, the only monthly magazine for the criminal justice system in Canada;
- maintaining a daily press clipping service for the Ministry;
- providing library services to the Ministry; and
- operating a National Victims Resource Centre, which makes available a wide variety of information to those involved in assistance to victims of crime in Canada.

Management Support Group

The Management Support Group provides management and executive support services to the Programs Branch to enable it to fulfill its Ministry-wide responsibility for criminal justice research and development, to ensure productive and efficient operations and to co-ordinate interaction between the branch and central agencies of the government and the central services of the Secretariat. Major areas of activity include: management overviews for decision making; research and development project administration; multi-year and contingency planning; resource utilization measurement and forecasting; and general administration matters.

Administration Branch

The branch is responsible for the preparation, implementation and overall administration of personnel, financial and administrative policies, programs, systems, procedures and services to assist the Ministry Secretariat in meeting its organizational objectives. These responsibilities include providing specialized advice and services to ensure delivery of Secretariat programs in accordance with legislative and central agency requirements.

Corporate Systems

Corporate Systems is responsible for corporate level planning and management systems, management information systems, audit, program evaluation, management review and related management tools used in the Ministry Secretariat. It also co-ordinates the use of these instruments, where required, with other components of the Ministry or with external authorities.

Policy Branch

This branch is responsible for formulating strategic policies and strategies concerning criminal justice, juvenile justice and correctional issues, and for providing advice to the deputy minister and the Minister on a wide range of related issues requiring public policy determination. The branch is comprised of directorates responsible for Criminal Justice Policy (including Firearms and International Relations sections), Corrections Policy, and Young Offenders policy matters.

Classes of Records

SGC/PSB-005 *Formerly Identified as:* SGC-10

Commissions of Enquiry

Description: Information on legal and policy advice provided to the government respecting matters pertaining to commissions of enquiry having to do with the Royal Canadian Mounted Police. *Topics:* Commission of Enquiry Concerning Certain Activities of the RCMP; Commission d'enquête sur des opérations policières en territoire québecois; Royal Commission of Enquiry into the Confidentiality of Health Records in Ontario; Commission of Enquiry into the Royal American Shows Inc. and its activities in Alberta.

SGC/PSB-010 *Formerly Identified as:* SGC-20

Fingerprint Examiner

Description: Information on requirements for designation and revocation of fingerprint examiners under Section 594(4) of the Criminal Code. *Topics:* Requirements, designation, revocation. *Retrievability:* Files are arranged by province.

SGC/PSB-015 *Formerly Identified as:* SGC-140

Policing and Law Enforcement

Description: Information on issues related to federal policing and law enforcement generally, excluding national security; police accountability to the executive and the public; preventive policing; also the resources, role, function, services, management, administration and operations of the RCMP. *Topics:* Federal law enforcement policy; law enforcement and the prosecutorial function; Criminal Code Review and police powers; Marine Commission recommendations; ports and railway policing; Police Week; natives and women in policing; recruitment; discipline; productivity; training; safety; accountability; private policing; policy discretion; patrol; patrol strategies; traffic; role concepts; RCMP policy.

DEPARTMENT OF THE SOLICITOR GENERAL

SGC/PSB-020 *Formerly Identified as:* SGC-170
Contingency Planning — Security Planning and Co-ordination
Description: Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity. *Topics:* Contingency plans in peacetime; war; hijacking; hostage-taking; counter-terrorism programs: Ministry Crisis Centre; exercises.

SGC/PSB-025 *Formerly Identified as:* SGC-180
Protection of Privacy
Description: Information on the administrative aspects of Section 178 of the Criminal Code, on the authorization of the use of electronic surveillance for the interception of private communications. *Topics:* Requests; designators; policy; legal advice; operational reports; enquiries. *Retrievability:* Files are arranged by topic, police force and authorization number.

SGC/PSB-030 *Formerly Identified as:* SGC-190
Security and Intelligence Committees
Description: Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees. *Topics:* Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees. *Retrievability:* Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa.

SGC/PSB-035 *Formerly Identified as:* SGC-200
Security Information
Description: The analysis and dissemination of information on potential threats to the internal security of the Government of Canada. *Topics:* Internal security — policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports.

SGC/PSB-040 *Formerly Identified as:* SGC-210
Security Policy
Description: Information on administrative internal security policies and national internal security policies of the Government of Canada. *Topics:* Administrative security policy analysis and implementation, including personnel, physical security information, EDP, communications and technical security; national internal security policy, including administration of Acts, advice on pending legislation, and policy support to the Solicitor General in relation to Ministerial direction of the RCMP and the Canadian Security Intelligence Service.

SGC/PSB-045 *Formerly Identified as:* SGC-220
VIP Protection Program
Description: Information on the administrative aspects of the implementation of the program designed for the protection of VIPs and designated officials. *Topics:* Protection policy; requests for protection; protection briefings; telecommunications.

SGC/PRB-050 *Formerly Identified as:* SGC-100
Incarceration (Imprisonment)
Description: Information on topics arising as a result of a sentence to a prison term. *Topics:* Policy; aspects of incarceration, long-term incarceration; classification and typologies; inmate rights; health care guidelines; correctional investigator; dissociation; grievance procedures; riots; hostage taking; disruptions; suicide; independent chairperson process.

SGC/DSG-055 *Formerly Identified as:* NO REFERENCE
Program Evaluation Studies (New)
Description: The information bank for multiple data collection will provide data on the various program components of the Secretariat, to enable a comprehensive evaluation of the programs and their impacts. The data collected will promote more effective, efficient and innovative management of the Solicitor General Secretariat. *Topics:* The following three studies are included in fiscal year 1985-86: Victims Evaluation Study; Crime Prevention Evaluation Study; and Young Evaluation Framework.

SGC/POL-060 *Formerly Identified as:* SGC-30
Capital Punishment
Description: Information on policy, enquiries and the issues leading up to, as well as follow-up monitoring, of the effects on the criminal justice system of the legislation to abolish capital punishment (includes research and statistical data).

SGC/POL-065 *Formerly Identified as:* SGC-40
Community-Based Corrections
Description: Information on the issues regarding the convicted offender serving all or part of his or her sentence in the community. *Topics:* Policy; parole decision making; mandatory supervision; remission procedures; temporary absences; caseload management; alternative sentencing; factors of success; procedural safeguards; parole and peace officer role; and probation.

SGC/POL-070 *Formerly Identified as:* SGC-50
Correctional Manpower Development
Description: Information on the staffing of correctional programs. *Topics:* Policy; volunteers; ex-inmates; training; career development; staff attitudes and surveys; job satisfaction; psychological testing and staff selection.

SGC/POL-075 *Formerly Identified as:* SGC-60
Corrections
Description: The incarceration or imprisonment aspects of the criminal justice system process; all issues having to do with the offender, the institutions, institution services, exchange agreements respecting offenders, parole and clemency. *Topics:* Enquiries; peace and security; cost of corrections; objectives; federal corrections policy; exchange agreements; parole services; clemency; statistics.

SGC/POL-080 *Formerly Identified as:* SGC-70
Crime
Description: Information on the nature and study of various types of crime; also on projects designed to develop policies, procedures or educational programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence. *Topics:* The costs of crime and the criminal; unemployment and crime; homicide; rape; computers and crime; white-collar crime; terrorism; cannabis; Police Training Manual; anti-vandalism; Crime Prevention Kit.

SGC/POL-085 *Formerly Identified as:* SGC-80
Criminal Justice
Description: Information on all aspects of the criminal justice system. *Topics:* Drugs; objectives of the criminal justice system; rights and responsibilities of persons in contact with the criminal justice system; myths on crime and criminal justice; native peoples; sentencing; victims; gun control; Criminal Code Review.

SGC/POL-090 *Formerly Identified as:* SGC-90
Diversion
Description: Information on the deflection of potential contact with any element of the criminal justice system (police, courts, institutions, parole). *Topics:* Diversion inventory; strategy; Community Kit; National Information Bank.

SGC/POL-095 *Formerly Identified as:* SGC-110

Institution (Prison) Design and Programs

Description: Information on specific programs, planned or in operation, within the institutions; research and evaluation of these programs; research and statistical data for long-range planning of institution size and design features. *Topics:* Policy; life skills; therapeutic programs; trade and education; treatment; living units; behaviour modification.

SGC/POL-100 *Formerly Identified as:* SGC-120

Juvenile Justice

Description: Information on issues related to juveniles coming into contact with, or in conflict with the law. *Topics:* Policy; analysis — juvenile delinquency statistics; transfer — juvenile to adult court; adults contributing to juvenile delinquency.

SGC/POL-105 *Formerly Identified as:* SGC-130

Juvenile Offender

Description: Information on issues related to the convicted juvenile during the incarcerated period. *Topics:* Policy; juvenile programs; group home programs; community programs; classification and typologies.

SGC/POL-110 *Formerly Identified as:* SGC-150

Public Attitudes

Description: Information on the attitudes of individuals towards the criminal justice system. *Topics:* Policy; attitudes towards agents of the system; offender attitudes; children's attitudes.

SGC/POL-115 *Formerly Identified as:* SGC-160

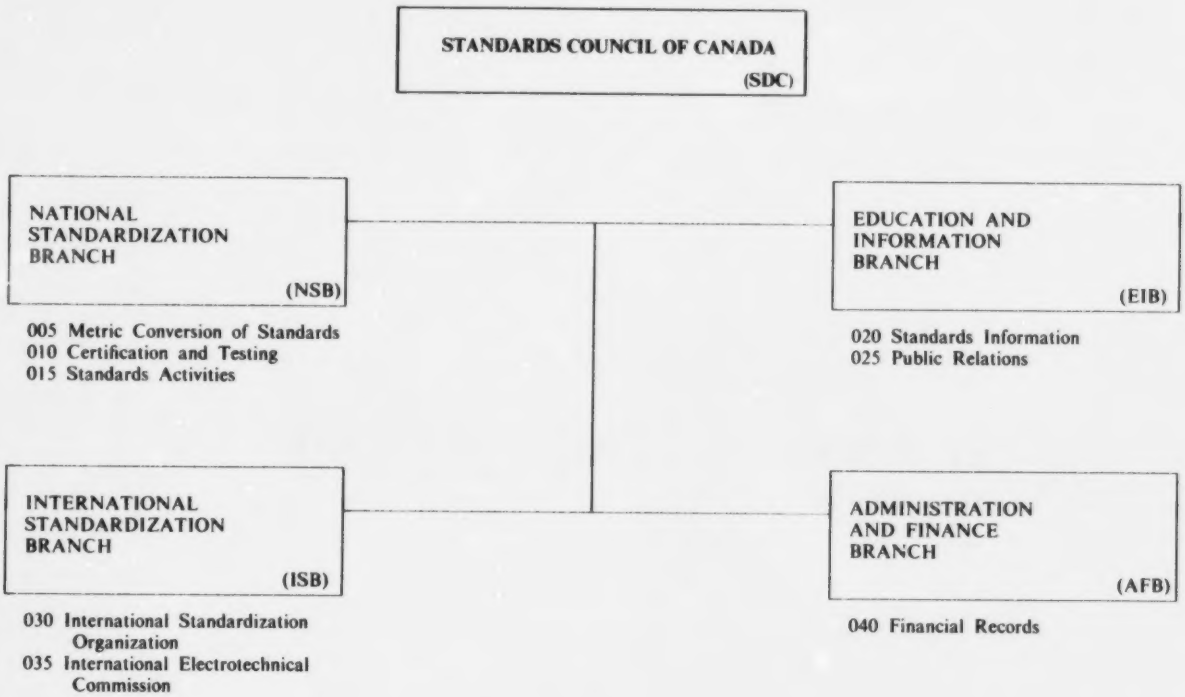
Special Offender Populations

Description: Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need. *Topics:* Policy; females; native peoples; sex offenders; drug offenders.

STANDARDS COUNCIL OF CANADA

Chapter 91

STANDARDS COUNCIL OF CANADA



ACCESS TO INFORMATION
CO-ORDINATOR
STANDARDS COUNCIL OF CANADA
350 SPARKS STREET
OTTAWA, ONTARIO
K1R 7S8

STANDARDS COUNCIL OF CANADA

Background

The Standards Council of Canada (SCC) was established in 1970 by an Act of Parliament to foster and promote voluntary standardization in Canada as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade, and furthering international co-operation in the field of standards.

Overall Responsibilities

The Council carries out its task through the National Standards System (NSS), a federation of accredited independent organizations concerned with standards writing, certification and testing, co-ordinated by the SCC. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC) and any other similar international organizations engaged in the formulation of voluntary standards. Both of these international agencies have as their objective the development of standards, with a view to facilitating international exchange of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

General Information

The Council operates a Standards Information Service (SIS) which assists users of standards in identifying the existence of standards documents they may require; it also identifies the organizations responsible for publishing them and advises where and how standards documents may be purchased or procured. The service is a co-operative venture of the Standards Council of Canada and the five accredited standards writing organizations of the National Standards System.

The Standards Information Service can be reached by writing to:

Standards Council of Canada
Standards Information Service
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Telephone: (Toll Free) 1-(800) 267-8200

Access Procedures

Formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Standards Council of Canada
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Telephone: (613) 238-3222

National Standardization Branch

The branch assesses, and recommends for accreditation, organizations engaged in standards writing, testing and certification. It co-ordinates voluntary standardization activities among standards-writing organizations, and maintains liaison with federal and provincial government authorities in the field of standardization. The branch also reviews standards for acceptance as national standards of Canada, and co-ordinates the implementation of international standards in Canada. The branch co-ordinates Canadian participation on the International Organization for Standardization's policy committees for Conformity Assessment (ISO-CASCO), Organization for Standardization for Consumer Policy (ISO-COPOLCO), and the International Laboratory Accreditation Conference (ILAC).

Manuals

- Criteria and Procedures for Accreditation of Standards-Writing Organizations
- Criteria and Procedures for the Preparation and Approval of National Standards of Canada
- Criteria and Procedures for Accreditation of Certification Organizations
- Criteria and Procedures for Accreditation of Testing Organizations
- Preparation and Submission of Standards for Approval as National Standards
- Conversion of Standards: Expression of Measurement, Identification of SI Standards
- Procedures for Canadian Adoption of International and Foreign Standards
- Procedures for the Recognition of Primary Responsibility for Subject Areas
- Guide on Referencing the Verification of Conformity in Standards
- Supplementary Procedures for Developing Quality Assurance Documents
- Procedures for Liaison with Government Master Construction Specification Organizations
- Guidelines for the Implementation of the Standards Council of Canada Program for Accreditation of Certification Organizations
- Manual of Procedures for Canadian Participation in International Organization for Standardization Conformity Assessment (ISO-CASCO)
- Manual of Procedures for Canadian Participation in International Organization for Standardization for Consumer Policy (ISO-COPOLCO)
- Guideline for the Preparation of Standards Intended for Incorporation by Reference in Codes and Regulations
- Glossary of Common Administrative Terms Used in Standardization Activities
- Guidelines for Preparing an Application for Accreditation: Testing Organizations

Education and Information Branch

The branch develops, recommends and implements national information programs to communicate to the public at large and the technical, business and industrial communities in particular, information on standards and their application, standardization activities, and the developments taking place within the National Standards System of Canada. The branch operates a national centre for information on standards and standards documents, is the Canadian enquiry point required by the General Agreement on Tariffs and Trade (GATT) and the Agreement on Technical Barriers to Trade, and functions as Canadian member of the International Organization for Standardization Information Network (ISONET). The branch co-ordinates Canadian participation on the ISO Committee on Information (INFCO). It also sponsors programs for national education and assistance to developing countries.

International Standardization Branch

The branch is responsible for ensuring the effective Canadian participation in the work of the International Organization for

Standardization (ISO), the International Electrotechnical Commission (IEC) and other international standardization organizations, and that this participation meets the national need. It also assists the National Standardization Branch in the harmonization of international standards with Canadian standards, and the implementation of international standards in Canada.

Manuals

- Criteria for Canadian Voting on Draft International Standards
- Harmonization of Canadian National and Canadian International Standards Work and Management of Committees Involved in Harmonization Work
- Responsibilities and Procedures for the Canadian National Committee of the International Electrotechnical Commission
- Responsibilities and Procedures for the Canadian National Committee of the International Organization for Standardization

Administration and Finance Branch

The branch ensures the co-ordination of Council programs within budgetary limitations and verifies that all activities are in keeping with its objectives and procedures as set out in the *Standards Council of Canada Act* and by-laws. It provides administrative services for all Council staff. It also performs the planning, accounting and reporting functions for all of the Council. It is accountable for revenues and appropriations and is responsible for discharging Council's liabilities.

Manuals

- Financial Administration Manual
- Financial Signing Authorities

Classes of Records

SDC/NSB-005 *Formerly Identified as:* SSC-10
Metric Conversion of Standards
Description: Information on the SI standards conversion program. *Topics:* Metric Commission steering and sector committees; federal and provincial government conversion committees; advisory committee; non-Canadian standards conversion activities; metrication policy enquiries, weights and measures, articles and publications; screening for proper SI usage.

SDC/NSB-010 *Formerly Identified as:* SSC-20
Certification and Testing
Description: Information on council programs for the accreditation of products and services to determine conformity of standards, participation on International Organization for Standardization Conformity Assessment (ISO-CASCO) and International Laboratory Accreditation Conference (ILAC). *Topics:* Accreditation of certification organizations; accreditation of testing organizations; advisory committees; quality assurance; calibration of test equipment.

SDC/NSB-015 *Formerly Identified as:* SSC-30
Standards Activities
Description: Information on council standards activities. *Topics:* Advisory committees; accreditation of standards-writing organizations; co-ordination of voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison — organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization.

SDC/EIB-020 *Formerly Identified as:* SSC-40
Standards Information
Description: Information on national, regional, foreign and international standards, technical regulations, certification systems and other matters related to standardization, including a grant for research. *Note:* The branch maintains computerized data bases containing bibliographic data on Canadian standards, and standards referenced in federal government regulations, which are used to produce directories for sale to the public.

SDC/EIB-025 *Formerly Identified as:* SSC-50
Public Relations
Description: Information on communications with the media, publication of periodicals and information documents, development of audio-visual material and participation in commercial exhibitions and trade fairs. *Topics:* Films; press releases and press monitoring; promotions and advertising; publications and periodicals; responses to information requests.

SDC/ISB-030 *Formerly Identified as:* SSC-60
International Organization for Standardization
Description: Information on Canadian participation in technical committee work of the International Organization for Standardization to promote the development of international standards, to facilitate international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity. *Topics:* Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

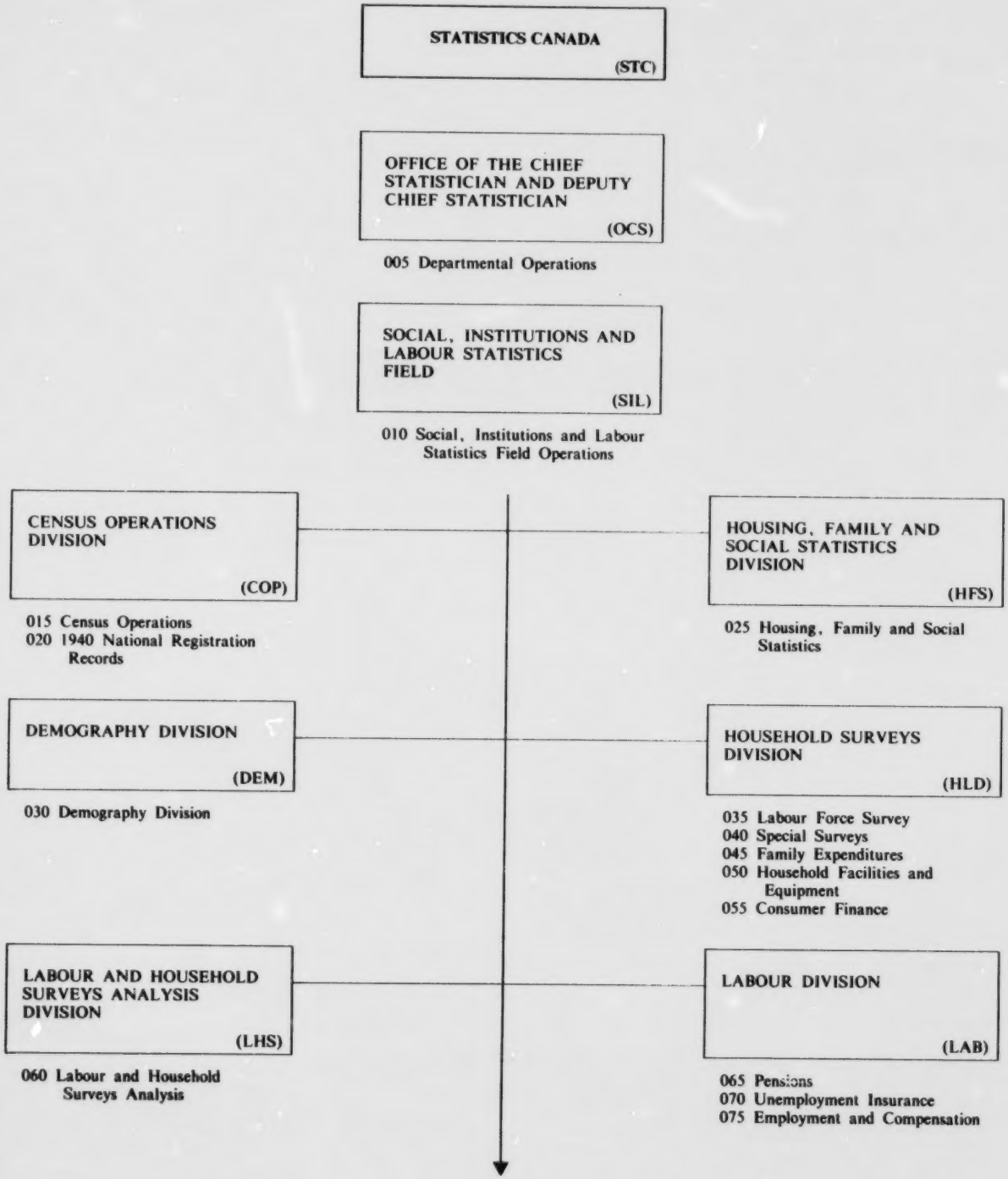
SDC/ISB-035 *Formerly Identified as:* SSC-70
International Electrotechnical Commission
Description: Canadian technical committee participation in the work of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and unification of national electrotechnical standards. *Topics:* Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

SDC/AFB-040 *Formerly Identified as:* NO REFERENCE
Financial Records (New)
Description: Records on revenues and expenses and other financial data, including suppliers' invoices, sales transactions and contracts regarding acquisition of goods and services.

STATISTICS CANADA

Chapter 92

STATISTICS CANADA



STATISTICS CANADA

HEALTH DIVISION (HLT)

080 Institutional Care
085 Operation of Health Institutions
090 Health Manpower
095 Vital Statistics and Disease Registries
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105 Nosology Reference Centre
110 Disability Database
115 Health Research and Analysis
120 Health Statistics Development

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165 Elementary and Secondary Education
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180 Projections and Analysis
185 Cultural Institutions
190 Cultural Industries
200 Travel, Tourism and Recreation
205 Government Expenditures on Culture

CANADIAN CENTRE FOR JUSTICE STATISTICS (CCJ)

125 Corrections
130 Criminal Courts
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140 Uniform Crime Reporting
145 Family Courts
150 Administration Tribunals
155 Juvenile Services
160 Legal Aid

PUBLIC INSTITUTIONS DIVISION (PUI)

210 Local Government
215 Provinicial Government
220 Federal Government

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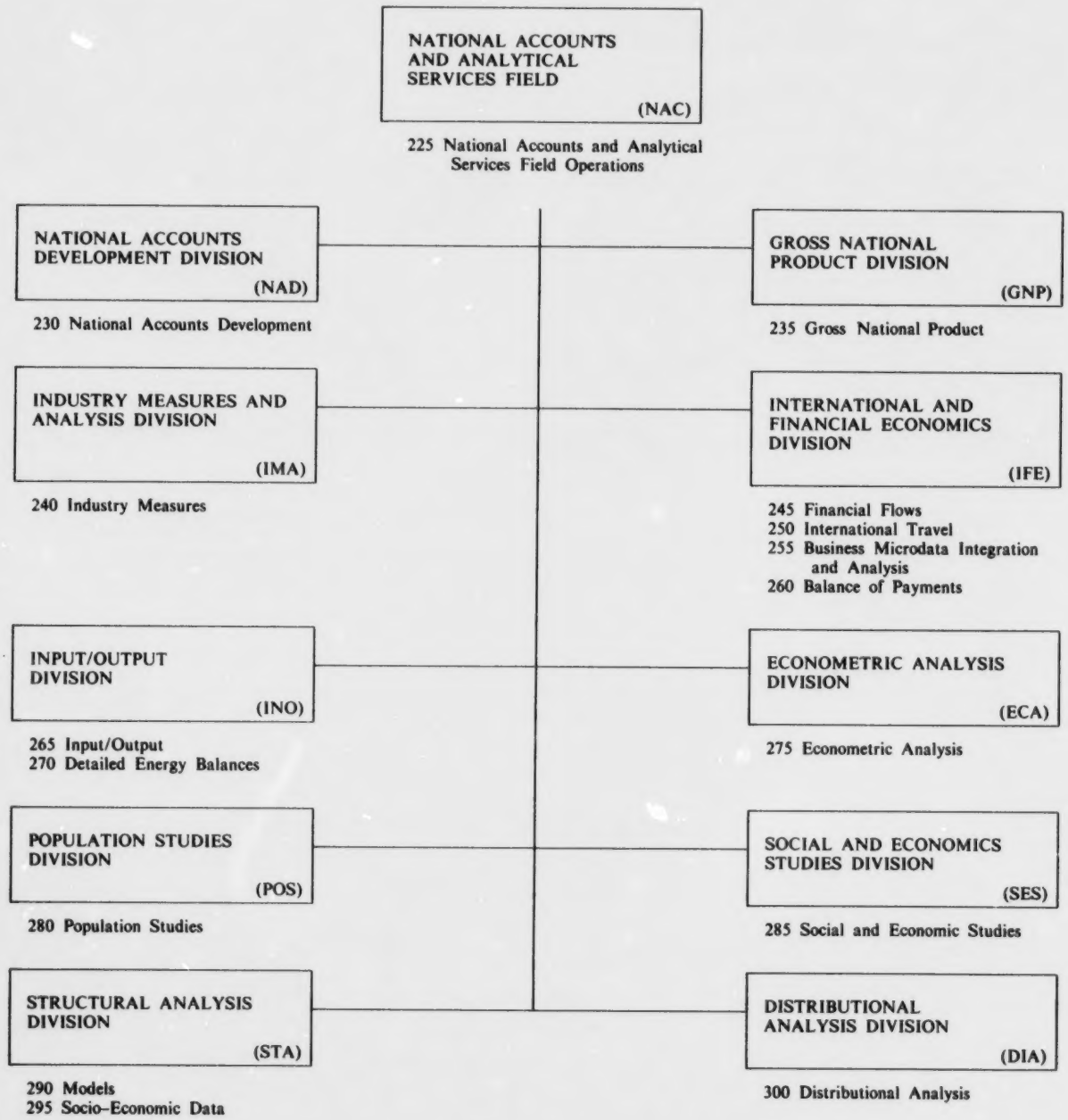
NATIONAL ACCOUNTS AND ANALYTICAL SERVICES FIELD (NAC)
225 National Accounts and Analytical Services Field Operations
NATIONAL ACCOUNTS DEVELOPMENT DIVISION (NAD)
230 National Accounts Development
GROSS NATIONAL PRODUCT DIVISION (GNP)
235 Gross National Product
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240 Industry Measures
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245 Financial Flows
250 International Travel
255 Business Microdata Integration and Analysis
260 Balance of Payments
INPUT/OUTPUT DIVISION (INO)
265 Input/Output
270 Detailed Energy Balances
ECONOMETRIC ANALYSIS DIVISION (ECA)
275 Econometric Analysis
POPULATION STUDIES DIVISION (POS)
280 Population Studies
SOCIAL AND ECONOMICS STUDIES DIVISION (SES)
285 Social and Economic Studies
STRUCTURAL ANALYSIS DIVISION (STA)
290 Models
295 Socio-Economic Data
DISTRIBUTIONAL ANALYSIS DIVISION (DIA)
300 Distributional Analysis

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305 Business and Trade Statistics Field Operations

INDUSTRY DIVISION (IND)

310 Shipments, Inventories and Orders
315 Energy
320 Foods, Beverages and Tobacco
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345 Machinery and Transportation Equipment
350 Electrical Equipment
355 Wood and Furniture Products
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365 Metals
370 Construction Industry
375 Retail Trade
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INDUSTRIAL ORGANIZATION AND FINANCE DIVISION (IOF)

435 Business Finance and Taxation
440 Corporations and Labour Unions Returns Act (CALURA)

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465 Science Statistics
470 Capital Stock
475 Capital Expenditures
480 Current Investment Indicators

TRANSPORTATION DIVISION (TRA)

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400 Road Transport
405 Water Transport

INTERNATIONAL TRADE DIVISION (INT)

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415 Retail Prices and Living Costs
420 Industrial Prices

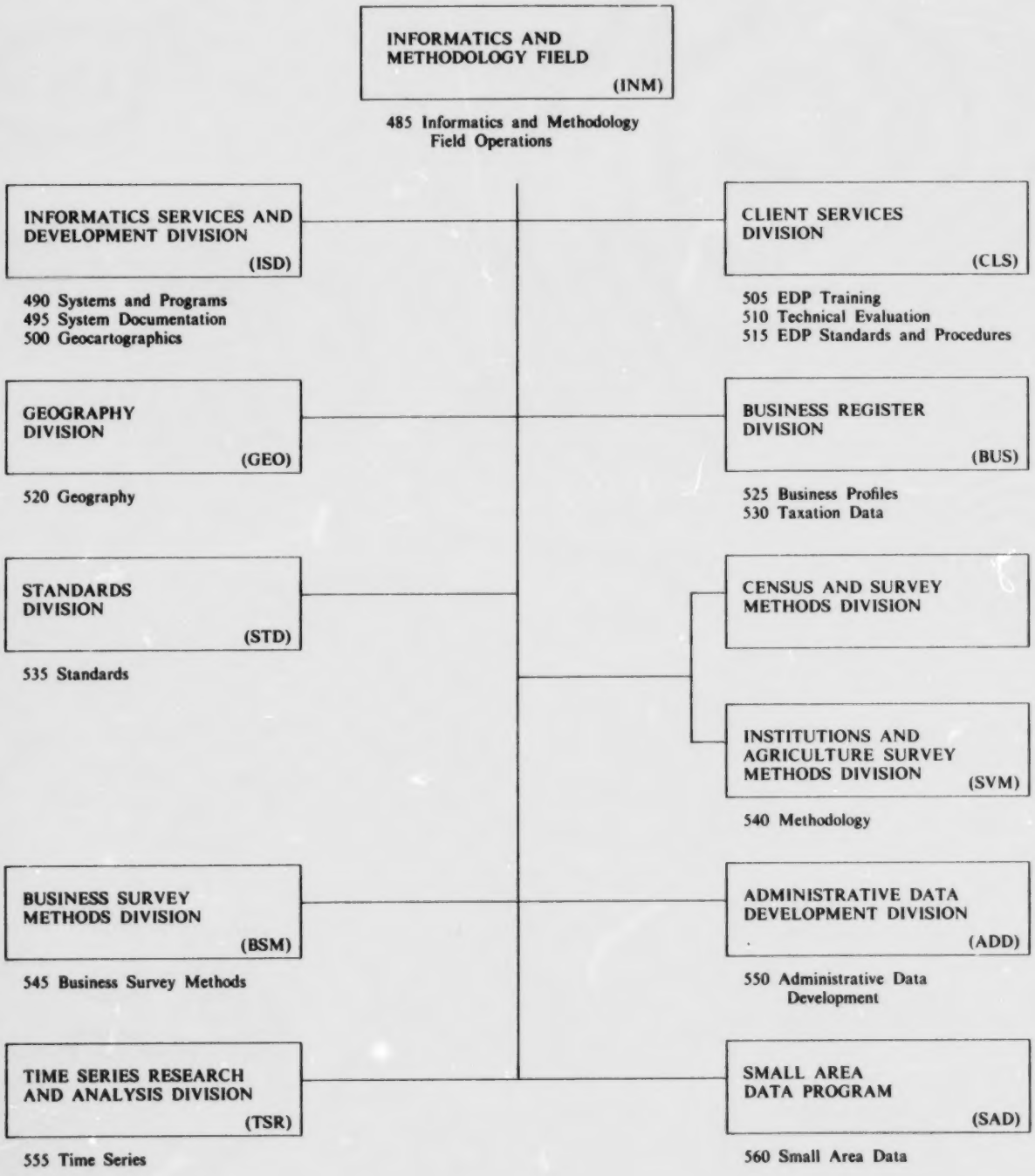
SERVICES DIVISION (SER)

425 Service Trade
430 Communications — Radio, Television, Cablevision, Telecommunications

AGRICULTURE/NATURAL RESOURCES DIVISION (AGR)

445 Census of Agriculture
450 Crops
455 Farm Income and Prices
460 Livestock and Animal Products

STATISTICS CANADA


INFORMATICS AND METHODOLOGY FIELD (INM)
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490 Systems and Programs
495 System Documentation
500 Geocartographics
GEOGRAPHY DIVISION (GEO)
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560 Small Area Data

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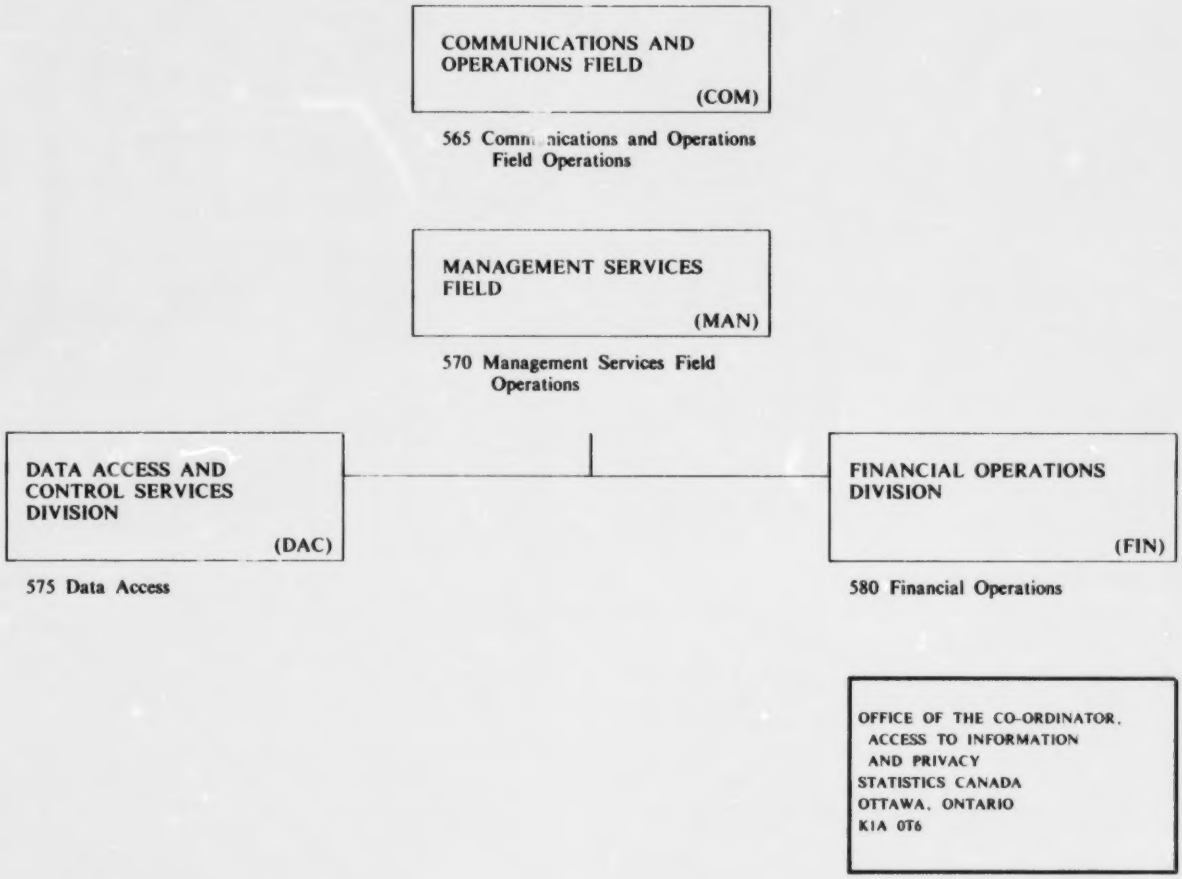


STATISTICS CANADA

Background

At the time of Confederation, the *British North America Act* made the census and statistics a responsibility of the Government of Canada. For many years, the development of statistical programs was conducted mainly under the auspices of various departments of the federal government. The first decennial censuses after Confederation were conducted through ad hoc arrangements under successive census commissioners. The Statistics Branch of the Department of Agriculture was given the responsibility for carrying out the 1911 Census.

In 1918, Parliament passed legislation establishing the Dominion Bureau of Statistics (DBS). This legislation envisaged a central statistical system, and in the following years various statistical activities previously carried on in agriculture and several other government departments were brought together under the new DBS. In 1971, Parliament passed further legislation concerning the *Statistics Act*, which, among other things, changed the agency's name to Statistics Canada.

Today, Statistics Canada is a separate agency of the government reporting through the Minister of Supply and Services. It is the core of Canada's national statistical system, one of the largest centralized statistical systems in the western world.

Overall Responsibilities

The mandate of Statistics Canada, as defined by Section 3 of the *Statistics Act*, 1971, is

(a) to collect, compile, analyze, abstract and publish statistical information relating to the commercial, industrial, financial, social, economic and general activities and condition of the people;

(b) to collaborate with departments of government in the collection, compilation and publication of statistical information, including statistics derived from the activities of those departments;

(c) to take the census of population of Canada and the census of agriculture of Canada as provided in this Act;

(d) to promote the avoidance of duplication in the information collected by departments of government; and

(e) generally, to promote and develop integrated social and economic statistics pertaining to the whole of Canada and to each of the provinces thereof, and to co-ordinate plans for the integration of such statistics.

The program objectives of Statistics Canada are: to collect and publish in impersonal formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use, and to provide leadership, professional expertise and co-ordination in such efforts.

Organization

The basic unit of organization at Statistics Canada is the division. The first type, referred to as a subject matter division, is responsible for managing a statistical program. The second is the service or operational division, which provides a common central service for either internal users or the public. Divisions with related or shared responsibilities are organized into branches. Branches are grouped into fields reporting to assistant chief statisticians, who in turn report to the deputy chief statistician and the Chief Statistician.

The Department is divided into six fields, three of which are major production sectors: Social, Institutions and Labour Statistics, Business and Trade Statistics, and National Accounts and Analytical Services. These sectors are supported by the Informatics and Methodology Field, the Communications and Operations Field, and the Management Services Field.

General Information

Sources of Information

In keeping with its mandate and objective, Statistics Canada undertakes to collect information describing the "commercial, industrial, financial, social, economic and general activities and condition of the people." This body of information is known as the national database. Surveys are conducted in households, businesses and industries, social institutions and governments at all levels to acquire this information. In addition, by statutory requirement, Statistics Canada conducts censuses of population and agriculture at prescribed intervals. The surveys are conducted in a variety of ways: by questionnaire mailed out to the respondent, by interview (in person or by telephone), and by accessing the administrative files of social institutions and government departments. They are done on either a sample or a census basis.

The basic statistics thus obtained are published in their own right, and many of these also provide inputs to the set of secondary, or derived, statistics known as the System of National Accounts. Moreover, the application of identical or reconcilable concepts, definitions and classifications gives basic statistics mutual consistency. Disparate sets of statistics can then be brought together for meaningful analysis.

Dissemination of Information

Statistics Canada has devoted considerable effort towards promoting the dissemination and understanding of the information it produces. In fact, a large volume of information, including special tabulations, is released in response to enquiries from users, be they federal, provincial or municipal organizations, private associations and institutions, or the general public. Statistics Canada has developed various products and services to facilitate access to and understanding of its information. This information goes far beyond statistical outputs and includes methodology, processes, definitions, classification criteria and assessments of the quality of the data.

Products

The objective of publishing statistical information has traditionally been met by an extensive range of conventional print publications. However, in recent years more sophisticated media of distribution such as computer tapes, access to data banks and microform have been introduced.

Statistics Canada publishes aggregates and summary tables of almost all the data that it collects. These data are obtained from all commercial, industrial, financial and government organizations in Canada, as well as from individuals. They cover all aspects of the operations of commercial, private and government organizations. They also provide a comprehensive social and economic picture of each segment of Canada's population. It is to be noted, however, that the published data represent only a fraction of all the possible output that could be produced from the data collected. Special tabulations are often prepared to meet specialized requirements of users.

The Statistics Canada Catalogue lists those publications that contain statistical data, related reference material, special studies based on statistical data, or descriptions of Statistics Canada services and

operations. One publication (Listing of Supplementary Documents, catalogue number 11-207) lists non-catalogued material of particular interest to technically specialized clienteles. Catalogued publications may be purchased from the Publications Sales and Services Section of Statistics Canada. Copies of supplementary documents may be ordered from the library.

Many publications may be ordered directly from Statistics Canada in microfiche form. All publications ever issued by Statistics Canada are available on microfiche from Micromedia Ltd.

CANSIM is Statistics Canada's publicly accessible machine-readable data base and retrieval system. The CANSIM main base contains over 300,000 time series from Statistics Canada data, the Bank of Canada Review, the Québec Statistical Review, and selected U.S. Statistics.

The CANSIM cross-classified module contains census data as well as data on social facts in the areas of health, education, justice etc. Both the main base and the cross-classified module may be accessed from Industrial Life Technical Services. Other service bureaus offer access to subsets of the CANSIM main base. For further information, contact the CANSIM Operations Division at Statistics Canada.

Several areas of Statistics Canada make data available on magnetic tapes. For more information, consult the User Advisory Services Division.

The Statistics Canada Daily, which announces the official release of all the Department's statistical information, is produced each working day and goes to the national press and broadcast media as well as interested individual subscribers. Infomat, a weekly summary of information published by the Department, is distributed the same way.

Services

Statistics Canada provides a number of services to help users locate and interpret the data necessary to satisfy their requirements.

Foremost among the services provided are the Enquiries, Professional Consultation and Educational services available in local reference centres. Staff in these offices are equipped to assist with most questions likely to arise concerning the supply and application of data to user problems. In addition, expert advice concerning source surveys and more complex applications of data can be obtained from subject matter specialists in the agency. Should users need to communicate directly with these specialists, addresses and telephone numbers can be supplied from any local reference centre. (Reference centre addresses are provided further on in the text.)

Statistics Canada has a Central Enquiries unit in Ottawa and User Services staff in eight cities across the country. Toll-free telephone lines to these centres are available. The services offered there are as follows:

Enquiry Service: answers requests for statistical data by telephone, letter and from visitors; provides a collection of all recent Statistics Canada publications, as well as certain historical ones, for public reference; provides tabulations of certain unpublished data and other selected government statistical publications for public reference; and provides visitors with study areas.

Professional Consultation Service: assists both experienced and inexperienced users with data problems; advises on arranging direct access to CANSIM, Statistics Canada's machine-readable data base system; and provides feedback to Statistics Canada on the statistical needs and problems of users.

Data Distribution and Promotion Services: takes orders for all Statistics Canada publications and related material, such as census maps and microfiche; retrieves data directly from CANSIM; provides public copying facilities for printed materials and microfiche; and arranges displays to promote the use of statistical data.

Education Service: provides booklets on finding and using statistics and distributes copies of the Statistics Canada Catalogue of Publications; holds workshops and seminars for users on subjects of special interest, on request; visits educational institutions to speak on statistical subjects, on request; and arranges local training courses on statistical subjects, such as basic questionnaire design and sampling techniques.

Statistics Canada Library

The library provides reference materials and library services to support the research and administrative activities of the agency's staff. It also makes the resources and services available to other government departments and the general public.

The library's main holdings are within the field of socioeconomics and supporting related disciplines. A collection of approximately 100,000 volumes and more than 3,000 regularly received periodicals is maintained.

The library houses a collection of Statistics Canada publications and their predecessors orginating from 1841, Canadian and foreign government documents and extensive supporting monographs associated with the socioeconomic field together with the required bibliographies, indexes and other reference tools.

The library offers accommodation for reading and reference work in the public reading room area on the second floor of the R.H. Coats Building in Ottawa. Carrels are provided for the patron's use, and private studies for individual research may be reserved.

Census Pension Searches

The objective of the program is to provide proof of age, place of residence, family relationships or length of residence in Canada from historic census records and 1940 National Registration records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other more preferred administrative records are required but no longer exist or were never issued.

Statistics Canada Records

A primary role of Statistics Canada is to disseminate all its statistical information as a service to users. In fact, the agency is one of the country's major publishers of information. The information it produces covers a broad spectrum of human and social activities and is acquired through very complex technical processes and the effort of hundreds of people.

Statistics Canada holds records, therefore, not only on hundreds of topics, but also on all the phases of the production of statistics. These range from the research and planning stages to the methods and procedures for the collection and compilation of data. Records also relate to consultation with users, analysis of statistics, production of abstracts and compendia, provisions of services and dissemination of information outputs. The public may request access to any of the above records as well as to documents relating to administrative, financial and operating data.

In order to identify and categorize information gathered by surveys, various classification structures are used. Most of these classifications are peculiar to a particular survey or group of surveys. However, four classification structures (commodities, industries, occupations and geographical areas) are widely used both within Statistics Canada and by other organizations. These classifications are available from the Publications Sales and Services Section.

STATISTICS CANADA

To simplify the process of locating information, the Access Register identifies the subject topics handled by each area. Once a subject has been identified and located in the register, all statistical and peripheral information related to that subject can be obtained by specifying the type of information required (for example: sample size for the price index; sources of statistics on sales of alcoholic beverages; probability of error associated with the Labour Force Survey sample). All records held by Statistics Canada can be accessed in this manner.

It should be noted that the subjects are of necessity broad in scope and only represent a summary of the file content. The description of the function of the division provides additional indications of the type of records likely to be found there. Whenever required, User Services will provide additional assistance to locate information at a much more detailed level.

The guarantee of confidentiality embodied in the *Statistics Act* is seen by Statistics Canada as an essential element to the effective performance of its role, and the *Access to Information Act* and the *Privacy Act* tend to support this principle. Statistics Canada cannot accept any request for information that contravenes the confidentiality of the Act, unless explicit legislative provision is made for an exception.

Data collected by Statistics Canada are usually transcribed into machine-readable forms. Supplementary material such as correspondence, manuals, instructions, memoranda and notes are usually stored only in hardcopy (paper) form. However, frequently updated material, such as some manuals, may be stored in machine-readable form to be handled by word-processing equipment. In addition, certain material may exist on microform (microfilm or microfiche). Unless otherwise stated in the access notes found under the description of classes of records, statistical data are stored in machine-readable form and all other material is stored as hardcopy and filed by subject. Within a particular subject, material may be further classified by census year, geographical area, by company or institution name.

Dates shown after certain subject topics (reference years) are the last dates for which that information is available.

The accuracy and reliability of statistical data depend to a large extent on the process by which they are obtained. The process is complex and varies with different types of statistics. Therefore, a methodology has to be established for each survey and for each statistics production activity. As a result, several instruction manuals are developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the subject. Other manuals used by the agency are listed with the appropriate class of records.

Key Contacts

Central Enquiries
User Advisory Services Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8116

Publications Sales and Services
Publications Division
Statistics Canada
Ottawa, Ontario
K1A 0V7
Telephone: (613) 993-5078

CANSIM Operations Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8203/8200

Statistics Canada Library
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8219

Census Operations Division
Census Pension Searches Unit
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-9483

Micromedia Ltd.
5th Floor
144 Front Street West
Toronto, Ontario
M5J 2L7
Telephone: (416) 593-5211

Industrial Life Technical Services Inc.
99 Bank Street
Ottawa, Ontario
K1P 6G8
Telephone: (613) 238-7886

Reference Centres

St. John's

Statistics Canada
Advisory Services
Viking Building
3rd Floor
Crosbie Road
St. John's, Newfoundland
A1B 3P2
Telephone: (709) 772-4073

Halifax

Statistics Canada
Advisory Services
1256 Barrington Street, 3rd Floor
Halifax, Nova Scotia
B3J 1Y6
Telephone: (902) 426-5331

Montréal

Statistics Canada
Advisory Services
Guy Favreau Complex
200 Dorchester Blvd West
Montréal, Québec
H2Z 1X4
Telephone: (514) 283-5725

Ottawa

Statistics Canada
Advisory Services
Lobby, R.H. Coats Building
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-8116

Toronto

Statistics Canada
Advisory Services
25 St. Clair Avenue East
10th Floor
Toronto, Ontario
M4T 1M4
Telephone: (416) 966-6586

Winnipeg

Statistics Canada
Advisory Services
General Post Office
Room 602
266 Graham Avenue
Winnipeg, Manitoba
R3C 0K4
Telephone: (204) 949-4020

Regina

Statistics Canada
Advisory Services
530 Midtown Centre
Regina, Saskatchewan
S4P 2B6
Telephone: (306) 359-5405

Edmonton

Statistics Canada
Advisory Services
11010-101st Street
Suite 215
Edmonton, Alberta
T5H 4C5
Telephone: (403) 420-3027

Vancouver

Statistics Canada
Advisory Services
1145 Robson Street
Main Floor
Vancouver, British Columbia.
V6E 3W8
Telephone: (604) 666-3691

Toll-free Numbers

Toll-free telephone access is provided in all provinces and territories for users who reside outside the local dialing area of any of the reference centres:

- Newfoundland and Labrador — Zenith 07037
- Nova Scotia, New Brunswick and Prince Edward Island — 1-800-565-7192
- Québec — 1-800-361-2831
- Ontario — 1-800-268-1151
- Manitoba — 1-800-282-8006
- Saskatchewan — 1(112)-800-667-3524
- Alberta — 1-800-222-6400
- British Columbia (South and Central) — 112-800-663-1551
- Yukon and Northern British Columbia — Zenith 08913
- Northwest Territories — Zenith 22015

Access Procedures

It is a basic element of Statistics Canada's mandate to provide information to any interested party on the wide range of subjects that it surveys and analyzes, and the agency currently responds to thousands of enquiries a year through the established services described above. In addition, in order to meet the requirements of the *Access to Information Act*, Statistics Canada has appointed a co-ordinator of access to information. The principal duty of this officer is to ensure that those people whose requirements for information are not met by existing services will be able to exercise their legal rights to information held by the agency.

Please address formal requests to

Office of the Co-ordinator
Access to Information and Privacy
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 990-9759

Office of the Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister responsible for Statistics Canada. He advises on matters pertaining to statistical programs of the departments and agencies of the Government of Canada, and confers with such departments and agencies to that end. He supervises generally the administration of the *Statistics Act* and controls the operations and staff of Statistics Canada.

The deputy chief statistician assists the Chief Statistician in all aspects of the management and planning of Statistics Canada.

Departmental Secretariat

The secretariat serves as the principal focal point for liaison with the Minister responsible for Statistics Canada, other ministers, and members of Parliament generally. In support of the Minister, the secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's program and policies.

Its other functions include staff support to the Chief Statistician, the deputy chief statistician, and the policy committee, as well as liaison with various management committees. The secretariat is also responsible for review and control of official government documentation.

SOCIAL, INSTITUTIONS AND LABOUR STATISTICS FIELD

The Social, Institutions and Labour Statistics Field conducts a wide range of statistical programs dealing with virtually all aspects of the social, institutional and labour market characteristics and activities of Canadians.

The field is headed by an assistant chief statistician with responsibility for census and demographic statistics, institutions and social statistics, and labour and household surveys.

Census and Demographic Statistics Branch

This branch conducts a program of censuses and surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population.

Census Operations Division

The Census of Population is a national inventory of Canada's key socioeconomic phenomena. It is the only means by which many socioeconomic statistics are reliably produced for small areas. Its coverage extends to every person in the country. The questions asked are selected on the basis of comprehensive and carefully organized consultation with representatives of virtually every recognizable user

community. Census estimates are the most widely used body of data produced by Statistics Canada. They also serve as benchmarks for the weighting of other household statistics.

The Census Operations Division is responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial census of population. Activities of the division range from the development, testing and production of the census questionnaire package to the final retrieval and dissemination of tabulated results. Included in the process is the hiring, training and supervision of some 40,000 enumerators, the pre-computer manual processing of some nine million questionnaires, the resulting data entry and the highly sophisticated computerized edit and imputation of data. Supporting these collection and processing operations is an equally important public communications team responsible for publicizing census activities from the time of data collection to marketing of the final output. Products, which consist of cross-tabulated data and reference works, are available in pre-planned publications, user summary tapes, public use sample tapes, microform and special tabulations. The data are derived from the census micro database, which occupies six disk packs, each containing some 300 million bytes of information. As an aid to users of census data, various reference documents and manuals are also produced that describe contents and limitations of the data base variables. Further assistance is provided through regional reference centres and the Central Enquiries Unit of Statistics Canada.

Manuals

- Census Catalogue
- Census Dictionary of Terms
- Map Catalogue
- Data Catalogue

Housing, Family and Social Statistics Division

This division is responsible for a broad range of data produced from the census and other sources such as the 1984 Family History Survey, a retrospective study of family life in Canada. It carries out research and analysis of census data and other survey and administrative data to publish reports on the socioeconomic characteristics of the population and subsets of the population. The data produced are at the individual, population, family, household and dwelling levels.

Demography Division

The division is responsible for two major areas. The Population Estimates and Projections Subdivision prepares annual post-censal estimates and periodic projections of population, households, and families for Canada, the provinces, and other smaller areas of the country. The annual estimates of population for Canada and the provinces are used, as required by legislation, in the administration of the *Fiscal Arrangements and Established Programs Financing Act*, 1977, and the *Canada Student Loans Act*, 1964-65. The Demographic Characteristics section develops the demographic content of consensuses and surveys and analyzes the resulting data. Under its program "Current Demographic Analysis," the division carries out research in various demographic areas (fertility, migration, marriage rate, mortality, population growth) of the Canadian population.

Labour and Household Surveys Branch

This branch conducts statistical programs of household surveys such as the Labour Force Survey, the surveys of income and expenditure, and establishment-based surveys of employment.

Household Surveys Division

This division is responsible for a number of household surveys including the monthly Labour Force Survey which is the largest continuing survey program carried out by Statistics Canada. This survey is conducted by personal and telephone interviews in some 53,000 households across Canada.

It is also responsible for the special surveys program, which provides a capacity to develop and carry out occasional or ad hoc household surveys. Some of the surveys are conducted as supplements to the monthly Labour Force Survey, while others are carried out quite independently on separate sample frames and using totally different survey methodolgy. The majority of the work carried out by the special surveys staff is sponsored (funded) by other federal departments or agencies, and occasionally by provincial or other sponsors. Statistics Canada reserves the right to publish the survey results and in fact disseminates a considerable amount of data collected through the special surveys program.

The division also provides information on family expenditure data, household facilities and equipment and incomes of Canadian families and individuals.

Manuals

- Z-034E Surveys Supplementary to the Labour Force Survey (January 1966 to December 1975) — Description of the surveys conducted from 1966 to 1975, and a listing of the publications based on the data of each survey
- Z-035B Supplementary Surveys to the Labour Force Survey (January 1976 to December 1977) — Description of the surveys conducted from 1976 to 1977, and a listing of the publications based on the data of each survey
- Z-036B The program of the Special Surveys Group — Overview of the operations of the Special Surveys Group and a description of the surveys conducted from 1978 to 1983

Labour and Household Surveys Analysis Division

The division provides resources for the analysis and evaluation of labour market related data, including data on occupation, industry, individual and family income and expenditure data; and it responds to special requests where expert subject matter knowledge is required. It develops conceptual frameworks and operational definitions for measures of labour supply data. It also develops the complex derivations from micro data and specifies all labour related output variables and tables. It determines the content of labour force survey questionnaires and recommends the labour questions to be used in the census and provides specifications for coding, edit and imputations, and other micro-data manipulation logic.

Labour Division

This division is responsible for producing a wide range of labour data from surveys and administrative records. Prior to April of 1983, a monthly employment survey (ES-1) was conducted on a census basis for "large firms." The survey covered all businesses employing 20 or more persons at any time during the year in the commercial sector, with the exception of agriculture, fishing and trapping.

A monthly employment survey (ES-2) was also conducted on a sample basis. This survey had the same industrial coverage of the commercial sector as the ES-1, but for firms employing fewer than 20 persons. In addition, monthly surveys were conducted to obtain employment data for education and health services.

As of April, 1983, all of the above surveys were replaced by the Survey of Employment, Payroll and Hours (SEPH). It is conducted on a mixture of a census and sample basis, and includes firms, institutions, and organizations of all sizes. All industries are covered

by the survey, with the exception of agriculture, fishing and trapping, private household services, religious organizations and military services.

In addition, information is collected on pension plans and statistics reflecting the operation of the *Unemployment Insurance Act*.

Institutions and Social Statistics Branch

This branch is responsible for the collection, production analysis and dissemination of socioeconomic statistics of justice, health, education, culture and tourism, and public institutions which are required for purposes of decision-making, understanding and research in both the public and private sectors.

Health Division

The division is responsible for the production of statistics on the health of the Canadian people, the occurrence of illnesses, the distribution and cost of health care and treatment in Canadian hospitals and special care facilities, vital statistics (births, deaths, marriages and divorces) and statistical information on the Canadian Social Security System. This information originates in large part from provincial administrative files. A large data base measuring the health status of the population exists for the period 1978 to 1979.

Canadian Centre for Justice Statistics

The Canadian Centre for Justice Statistics, established in 1981 to replace the Justice Statistics Division, operates as a Statistics Canada satellite. Its purpose is to produce statistics and information on the incidence of crime and on the administration of criminal, civil and administrative justice in Canada. The centre works in partnership with the numerous provincial and federal departments and agencies responsible for the administration of justice that supply raw data to produce statistics comparable among the provinces and for Canada as a whole. The program also includes a component designed to help provincial agencies to develop systems that can provide necessary data to the Centre for national statistics programs.

The centre is assisted in its task by a number of formal committees addressing policy-oriented as well as technical issues. They are the Justice Information Council, which is a senior federal-provincial standing committee composed of all deputy ministers responsible for Justice from across Canada, together with the Chief Statistician; the Liaison Officers Committee, a continuing committee composed of representatives of all the Justice Information Council members, and program advisory committees which provide expert advice on each specific sector program within the Centre.

Education, Culture and Tourism Division

This division is responsible for three separate programs and an analytic unit. It collects and disseminates statistics on students, teaching staff, and finances of all educational institutions; culture; and travel, tourism and recreation.

The cultural statistics program was initiated following a Cabinet decision in 1972 to meet specific requirements of the Department of the Secretary of State. Associated with this program is the travel and tourism statistics program, which carries out surveys on behalf of such sponsors as Tourism Canada. These surveys are funded by the sponsors.

Public Institutions Division

This division collects information on and conducts annual and quarterly analyses of financial transactions and employment of federal, provincial and local governments and their boards, commissions and agencies.

NATIONAL ACCOUNTS AND ANALYTICAL SERVICES FIELD

This field is responsible for providing a set of macroeconomic series within the five complex frameworks of the Canadian System of National Accounts. It provides a broad band of research and analysis intended to animate society's perception of social and economic behaviour and undertakes research and development of statistical techniques.

The field is headed by an assistant chief statistician with responsibility for the system of national accounts and analytical studies.

National Accounts Development Division

This office is responsible for the conceptual integration of economic and social statistics. It is responsible for research on the basic restructuring and extension of the Canadian System of National Accounts and dovetailing this work with the fundamental re-examination of the accounts which is taking place at the international level.

System of National Accounts Branch

The System of National Accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centered around the measurement of activities associated with production of goods and services, and the sales of goods and services in final markets.

Gross National Product Division

This division provides quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process. It also provides a picture of the key economic processes of production, income generation, sales to major markets, consumption, and capital formation.

Manuals

- System of National Accounts, Catalogue No. 13-549E

Industry Measures and Analysis Division

This division produces monthly, quarterly and annual measures of the current and constant price value of production for individual industries (approximately 200, based on the standard industrial classification), the total economy and a number of special industry aggregates.

International and Financial Economics Division

This division prepares statements of financial flows and balance sheet estimates for the Canadian economy, measuring the financial wealth of the country and the channels through which lending and borrowing take place. It provides a focal point for business microdata integration and analysis, and prepares statistics on international travel. It provides information on current and capital account transactions between Canada and other countries, including movements in Canada's official monetary reserves, and also provides information on Canada's international investment position. Its output depends on comprehensive survey and non-survey programs and data analysis covering merchandise trade with non-residents, imports and exports of services, unilateral transfers and long- and short-term capital flow between residents of Canada and non-residents.

Input-Output Division

This division develops annual input-output tables to provide fully integrated final revisions (benchmarks) to the production accounts within the Canadian System of National Accounts; occasional interprovincial trade flows and input-output data for each province; structural economic models of the Canadian economy; labour productivity measures in the commercial industry and subsidiary industries. It is also responsible for the provision of analytical and consultative services based on the stock of models operated by the division.

Analytical Studies Branch

This branch is responsible for the integration, analysis and interpretation of data collected both within the agency and elsewhere to describe, draw inferences and make deductions about the nature of Canadian society, as well as for the development of new and improved techniques for the statistical analysis and interpretation of socioeconomic data sets.

Econometric Analysis Division

The staff of this unit provides a central organizing framework for monitoring the current performance of the economy.

Population Studies Division

This division provides social-scientific analyses of data relating to trends and patterns of important variables involving key population groups in Canadian communities: assistance to Statistics Canada data users and sub-organizations in the development and application of statistical concepts elated to aspects of population, in the appraisal of the quality and relevance of alternative Statistics Canada data or related studies for specified analysis purposes involving the field of population, and in the design of methods and techniques for such analyses; development and publication of data catalogues concerning analysis-relevant statistics relating to population groups (e.g. development of the Canadian Gerontological Data Catalogue).

Social and Economic Studies Division

The role of this division is to conduct appropriate research as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files.

Structural Analysis Division

This division is responsible for the development of structural economic models of the Canadian economy and for the provision of analytical and consultative services based upon the stock of models operated by the division.

Manuals

- Structural Analysis Division Document Index — lists documents, working papers and users' manuals available from the division

Distributional Analysis Division

The division performs research into the distribution of income and wealth in Canada.

BUSINESS AND TRADE STATISTICS FIELD

This field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture, merchandising services, external trade, prices, business finance, science and technology, small business, public finance, *Corporations and Labour Unions Returns Act*(CALURA), regional industrial structure and related areas.

The field is headed by an assistant chief statistician with responsibility for the Industry, Trade and Prices Statistics and, Resources, Technology and Services Statistics branches.

Industry, Trade and Prices Statistics Branch

This branch is responsible for planning, directing, co-ordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions.

Industry Division

This division conducts an annual census of manufacturing and census of forestry and current surveys, some monthly, some quarterly, of the mining, energy, resource and manufacturing sectors to produce a full range of cost structure information, material input and commodity output data. It also produces annual measures of construction industry activity including cost, input and output data by type of trade. Data are also collected on the retail and wholesale trade covering the type of business, location, and physical, operating and financial characteristics.

Transportation Division

This division collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures. Some of these statistics are collected by agreement with federal regulatory and administrative bodies including Transport Canada, the Canadian Transport Commission, and Revenue Canada (Customs and Excise), and with certain provincial departments and agencies. Statistics Canada collects returns required by these agencies under the relevant legislations as well as under the *Statistics Act*.

In air, road and water transport, certain complementary programs are conducted under contract to Transport Canada to enhance statistics in priority areas.

International Trade Division

This division is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics. The ongoing part of this program involves production of regular reports and special tabulations that provide data by commodity, by country, by province of customs clearance for imports and province of origin (lading) for exports, by mode of transportation and by region of lading for exports, and by tariff item for imports.

Statistics Canada works in close co-operation with Revenue Canada (Customs and Excise) in order to capture data from Canada Customs import and export entry forms. The division also carries on a program of reconciliation of international trade figures on an annual basis with the United States, and it exchanges information on relevant aspects of trade statistics with other countries.

Manuals

- Standard International Trade Classification
- Customs Cooperation Council Nomenclature
- Canadian International Trade Classification
- Export Commodity Classification

Prices Division

This division provides information on retail (consumer) prices, living costs, and manufacturer, raw material and construction price indexes, as well as a number of indexes relating to capital expenditures.

Resources, Technology and Services Statistics Branch

This branch is responsible for planning, directing, co-ordinating and controlling the activities of the subject matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions.

Services Division

This division is responsible for the development of an integrated and comprehensive program of statistics on services, communications and tourism.

Industrial Organization and Finance Division

This division produces quarterly and annual corporate financial statistics and annual corporate taxation statistics. It also administers the *Corporation and Labour Unions Returns Act* (CALURA). The CALURA program includes the publication of financial statistics on corporations by country of ownership and control and a directory of intercorporate ownership. Membership, affiliation and financial statistics of labour unions are also published.

Agriculture/Natural Resources Division

The Agriculture Natural Resources program provides data on the supply of food commodities (i.e., production and inventory levels), data on the levels of returns to resources used in farming and data on the economic welfare of farmers.

The program comprises a quinquennial census of agriculture, which produces a comprehensive micro database of primary production units. This generates disaggregated data on the structure and characteristics of the farm sector as well as a base for an intercensal program of crop acreage, yield and production estimates, estimates of livestock and poultry inventories on farms and an integrated set of farm income and expenditure accounts. The intercensal program depends on farm surveys and administrative data.

Science, Technology and Capital Stock Division

This division provides a focus for the collection, analysis and publication of statistics relating to scientific, technological and investment activities.

The division has the following main activities: the collection and publication of statistics on research and development and capital expenditures; the creation and publication of science and technology indicators; the creation and publication of estimates of fixed assets by industry; and the creation and publication of current investment indicators.

INFORMATICS AND METHODOLOGY FIELD

This field ensures that the statistical methodology used by all surveys is sound and statistically efficient, and provides leadership for and management of information processing in Statistics Canada.

The field is headed by an assistant chief statistician with responsibility for Informatics, Classification Systems and Methodology.

Informatics Branch

The branch provides electronic data processing (EDP) services to Statistics Canada. The branch headquarters staff, in conjunction with other members of the branch, is responsible for the formulation of policies relating to EDP and managing the overall activities of the branch. It also co-ordinates relations with the users of various systems and data processing services. The branch provides the chairman and secretariat services for the executive sub-committee on EDP.

Informatics Services and Development Division

This division is responsible for the planning, design, development and maintenance of specific application EDP systems for a particular user. The division is also responsible for EDP training and for the provision of professional advice and direction to the evolution of departmental systems and related methods of work.

Main Computer Centre

The centre is responsible for the provision of large-scale computer and mini-computer services to Statistics Canada, including data capture services and data storage facilities for the agency's EDP data.

CANSIM Development Division (See also CANSIM Operations Division)

This division is reponsible for developing new and additional methods and services to make Statistics Canada's information available to broader audiences using electronic means. In this respect the CANSIM Development function focuses on the following areas: providing easier access to existing databases such that new clientele can use electronic information services. Current projects are the TELICHART system, the use of micro-computers linked to CANSIM databases, and the use of public electronic mail services provided by Bell Canada and CNCP. It also focuses on fundamental research and development in the areas of data documentation and description called meta-data.

Client Services Division

This division provides for all users a unified and comprehensive interface for all Informatics Branch services, including the business aspects of the branch's relations with its client. It is responsible for EDP planning, technical evaluation and EDP policies, standards and procedures.

Classification Systems Branch

This branch develops and promulgates classification systems; standardizes economic, social and geographic concepts; develops, enhances and maintains the business register as a major integration instrument of survey-taking; it is also responsible for the exploitation of taxation and other administrative data.

Geography Division

This division develops and maintains a spatially referenced geographic database in support of the standard geographical classification, the census and other bureau programs, by developing geostatistical concepts and delineating areas, producing maps and other reference products, and creating geographic conversion files.

Business Register Division

This division is responsible for the development and maintenance of a central register of firms and their constituent establishments for purposes of statistical collections. The business register master file

lists businesses, institutions and similar organizations engaged in economic activity in Canada. The division is also responsible for accessing statistical data from Revenue Canada Taxation records to supplement or replace data collected by survey.

Standards Division

This division develops standard classification systems for industries, commodities, occupations and geographical areas. It monitors their implementation, delineates statistical structures, standardizes economic and social concepts and provides a comprehensive survey level documentation for each survey in Statistics Canada.

Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Industrial Commodity Classification

Methodology Branch

This branch plans, organizes and directs the work of the divisions and staff engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the agency. It is also involved in reviewing the paperburden imposed on businesses by federal government departments and agencies for the collection of information.

Survey Methods (Census and Household; Institutions and Agriculture) Division

Centralized methodology groups are responsible for achieving the most effective balance between the cost of data collection and the quality of statistical output. They are also responsible for focussing research and development efforts on issues and problems common to a variety of individual surveys or censuses.

Business Survey Methods Division

The division is responsible for methodological services to business surveys and in some cases for systems design and development. Its services are available to other divisions in Statistics Canada and to certain government and non-government agencies concerned with businesses.

Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Industrial Commodity Classification

Administrative Data Development Division

The division's mandate is to study and develop methods and approaches to explore the statistical potential of administrative data files from other federal or provincial institutions for small area social statistics.

Time Series Research and Analysis Division

This division is organized as an applied research group. Its objective is to improve the quality of seasonal adjustments of economic time series and the analysis of the evolution of seasonality in the Canadian economy. It provides services to divisions which publish main economic indicators in seasonally adjusted form and services to the user community in general on seasonal adjustment and time series problems.

Manuals

- The X-11-ARIMA Seasonal Adjustment Method, Catalogue No. 12-564E or F

Small Area Data Program

This program, a new initiative of Statistics Canada, is responsible for the development and dissemination of social, economic and demographic statistics and indicators for sub-provincial geographic areas.

COMMUNICATIONS AND OPERATIONS FIELD

This field provides a full range of external communication functions, including respondent, user, media and international relations. It also administers the central and regional operational functions essential to the conduct of the agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination.

This field is headed by an assistant chief statistician with responsibility for Marketing and Information Services, Operations Branch and Regional Operations.

Marketing and Information Services Branch

This branch is responsible for the activities which design and organize the information products of the agency to service the needs of its various clients at the federal, provincial and municipal government levels, and by diverse public and private sector users.

Communications Division

The division co-ordinates and exercises a focal responsibility for relations with Parliament, federal departments and agencies, provincial, territorial and municipal governments, business, labour, academics, institutions, media and the general public. It provides an entry point to the agency for these publics, monitors the public environment, develops and executes information programs, and supports communications activities of program managers through consultation and through preparation of communications material. It publishes the official release vehicle of Statistics Canada, other information bulletins, compendia of broad interest, and reference products. Further, it supports agency programs by providing an editing service aimed at improving the publications of speciality subject-matter divisions.

Its range of products includes the Canada Year Book, the Canada Handbook, the Statistics Canada Daily, Infomat (a weekly digest of the main statistical output), the Statistics Canada Catalogue, the Annual Report, the employee newspaper: Scan, exhibits, audio-visuals, brochures, newsletters, speeches, respondent relation material and a variety of user guides.

The division's Government Relations Unit acts as the secretariat for the Federal-Provincial Consultative Council on Statistical Policy and its 14 constituent committees. The council and committees promote standardization of data-collection and data-sharing agreements.

Publications Division

Publications Division is responsible for the publishing and marketing of the Department's products.

Professional and International Relations Division

This division co-ordinates Statistics Canada's international involvements with statistical agencies of other countries and international organizations that have statistical activities, such as the United Nations and its specialized agencies, the Organization for Economic Co-operation and Development, and the Commonwealth. It co-ordinates the work required for meeting international obligations such as representation at conferences or data reporting. As a member of several international organizations, Statistics Canada participates in the development of common standards and frameworks for the compilation of internationally comparable statistics; Statistics Canada is also concerned with assisting developing countries to enhance their statistical capability.

The division's responsibilities also include the co-ordination of the Department's relations with professional societies; the development and administration of a fellowship program; the co-ordination of the Department's professional advisory committees; and the administration of the Department's approved system for foreign and non-operational domestic travel.

CANSIM Operations Division

The CANSIM database is organizationally located in the Communications and Operations Field. CANSIM Operations Division is responsible for entering, maintaining, revising and updating the Canadian Socio-Economic Information Management System, which is an aggregative socioeconomic statistical database. The databases are made publicly available through commercial time-sharing service bureaus for statistical information and research and analysis. Its staff assists users of the services and performs retrievals from the CANSIM database for users who are not equipped with a terminal or who require output on cards and tapes.

Manuals

- CANSIM Main Base Directory
- CANSIM Mini Base Directory
- CANSIM Interactive System Users Guide

Operations Branch

This branch is responsible for analyzing, evaluating and reviewing all statistical operations; for directing all regional operations; and for managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the agency, including the regionalization of operational activities, and manages and co-ordinates related production support services.

Operations Analysis Division

This organization is responsible for the full scale review and analysis of all internal operations and services of Statistics Canada with the objective of developing approaches and strategies for changes in organization and methodology to achieve better integration and overall co-ordination of these operational processes and services, and for the implementation of approved action plans to either regionalize or better integrate residual operations and services at headquarters that are not appropriate for regionalization.

Regionalization Planning

The organization is responsible for the planning and implementation of regionalization programs as approved by the management of Statistics Canada. The objectives are to enhance relationships in regional offices and to improve communications with respondents and/or users. Its goals and objectives are also to enhance the responsibilities of the regional offices by delegating additional tasks, to alleviate specialized resources in the bureau, and to enable further development and/or statistical analysis.

Headquarters Operations Division

The division is involved in five main areas. They include Records Management which manages all recorded information from the time it is received or created in the Department until its final disposition. The Distribution Centre provides distributing statistics data collection material, publications and general correspondence. Material Management is accountable for all purchasing, including capital acquisitions, and inventory control for the Department. Facilities Management is accountable for the effective and efficient use of space in the Department, telecommunications and other activities relating to the working environment. Operations sub-division is accountable for the development and effective management of a centralized statistical production operation, including classification, coding, editing and other related production functions.

Operations Automation Division

The primary mission of the Operations Automation Division is to use technology as part of the program to improve the operational performance of Statistics Canada.

Regional Operations Branch

This organization is responsible through a headquarters staff and a network of regional offices for survey data collection, primary processing and editing, for the provision of statistical information and advice at the regional level, and for related user respondents and community relations. Regional offices are located in St. John's, Halifax, Montréal, Ottawa, Sturgeon Falls, Winnipeg, Edmonton and Vancouver. A user advisory sub-office is also located in Regina.

These regional offices carry out survey operations. As the data collection arm of the agency for population and agriculture censuses, for all household surveys, and for a large volume of business surveys, the regional offices collect data by personal or telephone contact with the survey respondents, be they households, as for the labour force survey, or business establishments, as for the consumer price indexes. To carry out this work, a full-time staff of 380 employees is supported by some 1,500 part-time interviewers working from diverse locations across the country. The permanent staff of this organization serves as the nucleus for the build-up needed every five years when 2,000 census commissioners and some 40,000 census representatives are employed on the collection and initial processing of the censuses of population and agriculture.

They also provide statistical advisory services to meet the statistical information and consultation requirements, including sectorial and regional analyses, of users of statistics across the country.

Regional offices are also responsible for public and community relations at local levels, for the co-ordination of regional market research activities and of promotional programs to make known the use of Statistics Canada data products and services.

MANAGEMENT SERVICES FIELD

This field organizes and co-ordinates internal management services including the development and implementation of all management

policies and systems within the agency and the assessment of the efficiency and effectiveness of these programs. It is headed by an assistant chief statistician with responsibility for Management Practices, Operational Planning and Finance, and Personnel.

Special Assignment Division

This division was created in July, 1983, in response to a departmental need for persons to work on corporate or special tasks of limited duration for which there exists no permanent staffing resources. Such assignments provide opportunities for employees of Statistics Canada to tackle new and different challenges and to develop new skills.

Data Access and Control Services Division

This division serves as a departmental focal point for matters relating to the confidentiality of the information collected by Statistics Canada. It also administers services pursuant to the *Access to Information Act* and *Privacy Act*.

Management Practices Branch

This branch is responsible for developing good management systems to support the agency's managers in achieving departmental objectives and for ensuring that management practices identified by the Office of the Comptroller General are carried out.

Management Systems Design and Development Division

This division is responsible for the development of concepts and design of systems covering such aspects of management as accountability, planning, information systems, performance measurement, quality assessment and the status reporting for project and services provision. It is also responsible for the co-ordination of the above with other management practices that are the responsibility of functional areas such as corporate planning, program evaluation, internal audit, personnel, finance, operational planning and budgeting and production and support services.

Internal Audit Division

The division provides an independent and systematic review and appraisal of all departmental operations and furnishes senior management with objective information on the adequacy of management control procedures and frameworks. The scope of these audit activities extends to all process systems and procedures of management including planning, performance measurement, financial and personnel management and data processing, and also includes follow-up compliance audit of the approved recommendations of program evaluation projects.

Program Evaluation Division

The division is responsible for evaluating Statistics Canada's programs to assess the continued relevance of their objectives; and to investigate alternatives that might achieve the objectives in a more cost-effective manner.

Corporate Planning and Analysis Division

This division is responsible for the development and continuing assessment of departmental objectives and priorities; the devising of appropriate options and strategies for their achievement; and the development of medium or longer-term plans reflecting them.

Operational Planning and Finance Branch

The branch is responsible for planning financial requirements and monitoring and controlling financial expenditures of the bureau. It is composed of three areas: program and financial planning, financial services and management information systems.

Financial Policies and Systems Division

This division is responsible for the development, design, implementation and review of departmental financial policies, systems and procedures.

Financial Operations Division

This division is responsible for the accounts office, which retains records on all expenditure and revenue transactions, the financial management information system (REMAPPS), recoverable projects accounting, contract administration and general accounting services.

Operational Planning and Programming Division

This division is responsible for the management of the departmental operational planning system and the preparation of a multi-year operational plan and current year work planning processes and associated budgets.

Personnel Branch

The branch is responsible for providing services to employees and to management in the following areas: classification and staffing of positions, staff relations, development, pay and benefits, career and employee assistance counselling, affirmative action programs. It also maintains a personnel management information system, and is responsible for the official languages program, i.e. identifies language requirements of positions, provides language testing services and co-ordinates language training.

Classes of Records

STC/OCS-005 *Formerly Identified as:* NO REFERENCE
Departmental Operations (New)
Description: Records relating to the overall functions of the Department.

STC/SIL-010 *Formerly Identified as:* SC-10
Social, Institutions and Labour Statistics Field Operations
Description: Records related to the overall functions of the field. *Topics:* Field policies; plans and programs; requests; public relations; census project team management; census research and methodology.

STC/COP-015 *Formerly Identified as:* SC-20
Census Operations
Description: Census records are maintained in two formats: microfilm copies of the original questionnaire and machine-readable data stored in the Census micro database. Information from completed questionnaires dating back to 1971 has been transferred to computer tape or disk and is available in aggregate form only. Names and addresses of individuals are not contained in these files. Information extracted from the database, therefore, cannot directly be related to an individual. *Topics:* Geographical areas; urban and rural distributions; population characteristics — fertility, name, sex, age, marital status, number of children, school attendance, vocational training, ethnic group, mother tongue, language spoken, birthplace, citizenship; household size; household type; family characteristics; family income; dwelling characteristics — facilities and equipment, fuels, water supply; labour force characteristics — age, sex, marital

status, schooling, work experience, wages and salaries, occupation, industry; business characteristics — location, size and type of operation; census representatives visitation records. *Storage Media:* Census data are available in a number of publications, user summary tapes and microform. For a complete list of information available, inquiries should be directed to the local Statistics Canada Regional Reference Centre.

STC/COP-020 *Formerly Identified as:* SC-30
The 1940 National Registration Records
Description: Statistics Canada maintains custody of the 1940 National Registration records. This information results from a compulsory registration of all persons 16 years of age or older in the period 1940-46. *Topics:* Name; address; age; date of birth; conjugal status; dependents; country of birth (all family); nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills, wartime circumstances, previous military service. *Special Access Note:* Information contained in the microfilmed records of the 1891 and more recent censuses and the 1940 National Registration Records is confidential and available only to the person named in the records or to a legal representative authorized to settle the affairs of a senior, incompetent or dead person. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census and 1940 National Registration Records" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa, K1A 0T6. Aggregate data from the Census micro database is available to the public. Requests for such information should be directed to Central Enquiries Unit, Statistics Canada, Ottawa, K1A 0T6.

STC/HFS-025 *Formerly Identified as:* SC-40
Housing, Family and Social Statistics (Revised)
Description: Records relate to documentation and files of projects concerned with the production phases of the operation. *Topics:* Housing; language; ethnicity; education; religion.

STC/DEM-030 *Formerly Identified as:* SC-50
Demography Division (Revised)
Description: Records relate to research carried out with respect to population estimates and projections and demographic characteristics. *Topics:* Population estimates; population projections; emigration; immigration; interprovincial migration; post-censal estimates; household estimates; family estimates; components of population growth — births, deaths, migration; demographic characteristics — age, sex, marital status, place of work, current demographic analysis in Canadian population.

STC/HLD-035 *Formerly Identified as:* SC-60
Labour Force Survey (Revised)
Description: Records relate to levels and trends in the composition, activities and characteristics of the Canadian labour force. Data are available at the detail of selected census metropolitan areas (CMA), economic regions and the provinces. Data also available for selected non-CMA urban areas based on quarterly estimates. *Topics:* Actual and seasonally adjusted employment and unemployment data; seasonal factors; structure of the Labour Force Survey sample; participation rate; multiple job holding; reasons for absence from work, etc. *Special Access Note:* Some material held on microfiche (see Labour Division).

STC/HLD-040 *Formerly Identified as:* SC-70
Special Surveys (Revised)
Description: Records relate to the operations of the special surveys. *Topics:* Recent (1978 or later) surveys: work patterns, leisure time activities, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of post-secondary programs, labour market comparison, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C. (See manual Z-036B for detailed breakdowns.) Earlier surveys (before 1978) generally covered: demography, education, health, and the labour market. (See manuals Z-034E and Z-035B for detailed breakdowns.)

STC/HLD-045 *Formerly Identified as:* SC-90
Family Expenditures
Description: A dual program of record-keeping and recall surveys provides detailed expenditures covering the complete budgets of families and unattached individuals in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. *Topics:* Family expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc., for specific subgroups of the populations (by family income, family size, cities).

STC/HLD-050 *Formerly Identified as:* SC-100
Household Facilities and Equipment
Description: This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. *Topics:* Cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; washing machines; vacuum cleaners; sewing machines; telephones; radios and television sets; record players and tape recorders; tenure and number of rooms per dwelling; size of household; households with automobiles; garages; selected sporting and recreation equipment.

STC/HLD-055 *Formerly Identified as:* SC-110
Consumer Finance
Description: The survey of Consumer Finance is an annual household survey designed to measure the distribution of income and to provide other yardsticks of the economic well-being of Canadian families and individuals. Every second year the survey is carried out in conjunction with the Labour Force Survey, while in the alternate years it is conducted as an independent survey on a smaller sample but with greater analytic content. The records relate to income and other indicators of economic well-being of families and individuals. *Topics:* Annually: wages and salaries, self-employment income, investment income, transfer payments received, retirement pensions, other money income, income taxes, total money income, income after taxes, selected family characteristics, selected personal characteristics; occasionally: family assets, family debts, family wealth.

STC/LHS-060 *Formerly Identified as:* SC-80
Labour and Household Surveys Analysis (Revised)
Description: Records relate to documentation associated with this research and development work.

STC/LAB-065 *Formerly Identified as:* SC-120
Pensions
Description: Records related to the terms and conditions of employer-sponsored pension plans in Canada. *Topics:* Eligibility; employee contribution rates; retirement benefits; retirement ages; vesting and death benefits; income, expenditures and assets of all trusteed pension plan funds.

STC/LAB-070 *Formerly Identified as:* SC-130
Unemployment Insurance
Description: Records related to unemployment insurance. *Topics:* Benefit paid; weeks of benefit; average weekly benefits; claims filed; claims allowed; beneficiaries by personal characteristics (e.g. age, sex and insurable earnings): persons contributing to unemployment insurance; contributions; benefit periods established; benefit periods terminated.

STC/LAB-075 *Formerly Identified as:* SC-140
Employment and Compensation
Description: Records related to employment and income, and employee compensation. Some data are seasonally adjusted. *Topics:* Paid hours: earnings; number of employees; labour costs by component (last data available pertain to 1978, no further survey planned); breakdowns by sex (not available after March 1983 when the new survey on employment, payroll and hours was implemented); industry: province; major urban areas; labour income.

STC/HLT-080 *Formerly Identified as:* SC-150
Institutional Care
Description: Records related to the operation of a statistical system that provides medical, demographic and utilization information on patients hospitalized for disease condition or surgery; patients with psychiatric conditions; and patients hospitalized for legal therapeutic abortions. *Topics:* Hospital inpatient morbidity; mental inpatient morbidity; surgical procedures and treatments; hospital utilization; disease utilization; mental morbidity; mental health; therapeutic abortions; therapeutic abortion committees.

STC/HLT-085 *Formerly Identified as:* SC-160
Operation of Health Institutions (Revised)
Description: Records related to the operation of statistical systems measuring the operation of hospitals, on an annual and quarterly basis, and special care facilities on an annual basis, as well as subject related research papers and ad hoc occasional surveys. *Topics:* Agreements with provinces for the conduct of survey activities; Canadian hospital terminology and definitions, Canadian hospital accounting manual and its supplement, hospital type, ownership, bed capacity, patient movement, services, personnel, operating expenditures and income, and balance sheet information. *Storage Medium:* Some material held on microfilm.

STC/HLT-090 *Formerly Identified as:* SC-170
Health Manpower (Revised)
Description: Records related to the operation of a statistical system to provide information on various professional and technical categories of health personnel. *Topics:* Physiotherapists; radiological technicians; registered nurses. *Storage Medium:* Some material held on microfilm.

STC/HLT-095 *Formerly Identified as:* SC-180
Vital Statistics and Disease Registries
Description: Records related to the operation of a statistical system of vital statistics (including births, deaths, marriages, divorces and stillbirths) and registers on cancer, tuberculosis, renal failure and notifiable diseases. *Topics:* Vital statistics — including births (fertility), deaths (life expectancy, life tables, deaths by cause, such as heart disease, cancer, suicide), marriages, divorces, stillbirths; cancer incidence; tuberculosis incidence; renal failure; notifiable diseases. *Storage Medium:* Some material held on microfilm.

STC/HLT-100 *Formerly Identified as:* SC-190
Social Security Program
Description: Records related to statistical information on social security programs sponsored by the federal or provincial governments of Canada. *Topics:* Unemployment insurance; Canada and Quebec pension plans; family allowances and related programs; old age security and guaranteed income supplement; social allowances and services; workmen's compensation; legal aid; criminal injuries compensation; public assistance.

STC/HLT-105 *Formerly Identified as:* SC-200
Nosology Reference Centre
Description: Records related to the elaboration of a commmon national approach to the classification of disease, their cause and medical intervention procedures. *Topics:* International classification of diseases; Canadian classification of diagnostic, therapeutic and surgical procedures; disease coding; death coding.

STC/HLT-110 *Formerly Identified as:* SC-210
Disability Database
Description: Records related to the operation of a statistical system to provide information on the prevalence of disability in Canada and the impact of disability on the life of disabled Canadians. *Topics:* Contains data on the existence, nature and severity of disability; as well as data which describe the demographic, household, labour force, employment, education, transportation, residential and economic characteristics of the disabled.

STC/HLT-115 *Formerly Identified as:* SC-220
Health Research and Analysis
Description: Records related to research and analysis studies directed at issues in the health services sector and to a program to make users more aware of the information available. *Topics:* Directory to selected health data; life table analysis of marriage and divorce; health indicators; hospital utilization; Canada Health survey; Canadian Health and Disability Survey.

STC/HLT-120 *Formerly Identified as:* SC-230
Health Statistics Development
Description: Records related to the development of a statistical program to extend the scope of health and social security statistics. *Topics:* Community service statistics development; accident statistics development.

STC/CCJ-125 *Formerly Identified as:* SC-240
Corrections
Description: Information related to the delivery of custodial and non-custodial adult correctional services in each of the provincial, territorial and federal jurisdictions. *Topics:* Statistical summaries feature caseload indicators, offender characteristics, and expenditure data; narrative summaries examine organizational structures, administrative procedures and correctional programs.

STC/CCJ-130 *Formerly Identified as:* SC-250
Criminal Courts
Description: Information related to the operation of adult criminal courts in Canada. *Topics:* Manpower and costs associated with the administration of civil and criminal courts; information on caseloads, dispositions and adult offenders.

STC/CCJ-135 *Formerly Identified as:* SC-260
Homicide
Description: Records related to manslaughter, infanticide and murder. *Topics:* Cases reported to the police showing characteristics of incidents; victims and suspects; court procedures; relationship between the suspects and victims.

STC/CCJ-140 *Formerly Identified as:* SC-270
Uniform Crime Reporting
Description: Records and projects related to police administration, crime and traffic. *Topics:* Offences by adults and juveniles; all types of offences including Criminal Code, provincial and municipal statute offences; police force manpower; traffic offences and accidents; Police — federal, provincial, municipal, railway, industrial and National Harbours Board; provincial police commissions.

STC/CCJ-145 *Formerly Identified as:* SC-280
Family Courts
Description: Developmental project to gather statistics from those courts handling family matters. *Topics:* Not yet finalized, but may include basic caseload, enforcement of maintenance.

STC/CCJ-150 *Formerly Identified as:* SC-290
Administrative Tribunals
Description: An inventory and comparison of federal and provincial administrative boards, commissions and tribunals in six jurisdictions. *Topics:* The powers and authority of each tribunal; internal operations; activities; appeals.

STC/CCJ-155 *Formerly Identified as:* SC-300
Juvenile Services
Description: Records related to juvenile offenders appearing in juvenile and family courts in Canada. *Topics:* Charge; adjudication; disposition; juvenile age and sex.

STC/CCJ-160 *Formerly Identified as:* NO REFERENCE
Legal Aid (New)
Description: Information relating to the delivery of legal aid in each of the provincial and territorial jurisdictions. *Topics:* Revenues, expenditures; personnel resources and caseload counts of each legal aid plan in Canada; information describing the organizational structure, eligibility criteria and coverage of each plan.

STC/ECT-165 *Formerly Identified as:* SC-310
Elementary and Secondary Education
Description: Records related to teaching staff, enrolments, minority and second language education, and interprovincial and international migration of children. *Topics:* Students; teachers; facilities and transportation (1971-72); boards and trustees; private schools, kindergartens, nurseries (1974-75); schools for the blind and deaf; enrolments, attendance and withdrawals (1975-76); interprovincial movement of children; minority language programs; adult education.

STC/ECT-170 *Formerly Identified as:* SC-320
Post-secondary Education
Description: Records related to enrolments and full-time teaching staff in community colleges and universities; degrees granted by universities; tuition fees and living accommodation costs for university education. *Topics:* University students; community college students; university degrees, diplomas, certificates; university tuition fees and accommodation costs; full-time university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education.

STC/ECT-175 *Formerly Identified as:* SC-330
Education Finance
Description: Records relating to expenditures of goverments, school boards, colleges and universities for all levels of education. *Topics:* Financing; estimated, budgeted and actual expenditures for educational institutions; student aid (1972-73); education price index; financial information system for school board revenues and expenditures; federal government expenditures in support of education and training.

STC/ECT-180 *Formerly Identified as:* SC-340
Projections and Analysis (Revised)
Description: The Projections and Analysis Section represents the analytic capability of the division. Studies are undertaken in response to the priorities of the relevant policy departments and other major user groups. *Topics:* The section is responsible for two annual summary publications on education: Education in Canada, a handbook of key statistics for all levels of instruction, and Advance Statistics of Education, which contains short-range projections of major variables; in addition, studies are undertaken in response to the priorities of the relevant policy departments and other major user groups: for example, development of a model for projecting potential labour force entrants by level of attainment, analysis of special surveys of adult education and post-secondary graduates, and compilation of a compendium of culture statistics.

STC/ECT-185 *Formerly Identified as:* SC-350
Cultural Institutions (Revised)
Description: Records relating to characteristics of cultural institutions acquiring, preserving and holding cultural and natural materials; heritage institutions; libraries. *Topics:* Holdings; physical facilities; attendance; personnel; finance.

STC/ECT-190 *Formerly Identified as:* SC-360
Cultural Industries (Revised)
Description: Records relating to characteristics of industries producing cultural goods and to their products. The industries under study are in the areas of books, newspapers and periodicals, records, film and video, and radio and television. *Topics:* Number and type of product: domestic, export and import sales, revenue and expenditures; balance sheet; sales by client.

STC/ECT-195 *Formerly Identified as:* SC-370
Cultural Activities (Revised)
Description: Records relating to performing arts organizations; creative and performing artists (visual artists, writers, actors and directors, musicians and composers, dancers and choreographers); and cultural activities of Canadians. *Topics:* Finances, audiences, personnel; demographic characteristics, training, employment, income and expenses; attendance at cultural events, reading habits, use of time.

STC/ECT-200 *Formerly Identified as:* SC-380
Travel, Tourism and Recreation
Description: Records relating to travel, travellers and recreational activities. *Topics:* Domestic travel; travel to work; outdoor recreation; recreational activities; commuting habits; travel expenditures; automobiles; public transportation; recreation equipment; vacation homes. *Special Access Note:* Refer also to STC/HLD-045; STC/HLD-050; STC/IFE-250; STC/SER-425.

STC/ECT-205 *Formerly Identified as:* NO REFERENCE
Government Expenditures on Culture (New)
Description: Expenditures by the federal government, as well as provincial and municipal governments, on culture. *Topics:* Wages and salaries, goods and services, operating and capital expenditures, current and capital grants; contributions and transfers, in the major cultural areas (libraries, museums, archives, literary, visual and performing arts, crafts, recording, multiculturalism, film and broadcasting).

STC/PUI-210 *Formerly Identified as:* SC-390
Local Government
Description: Records related to municipal governments and related boards. *Topics:* Local government revenues and expenditures; assets, liabilities and debt position; employment and payrolls; urban region breakdowns.

STC/PUI-215 *Formerly Identified as:* SC-400
Provincial Government
Description: Records related to provincial and territorial governments and their boards; agencies and commissions. *Topics:* Provincial and territorial government and government enterprise; revenues and expenditures; assets, liabilities and debt position; employment and payrolls. *Storage Medium:* Non-computer files by government and agency.

STC/PUI-220 *Formerly Identified as:* SC-410
Federal Government
Description: Records relating to federal governments and related boards. *Topics:* Federal government revenues and expenditures; assets, liabilities and debt position; employment and payrolls. *Storage Medium:* Non-computer files by government and agency.

STC/NAC-225 *Formerly Identified as:* SC-420
National Accounts and Analytical Services Field Operations
Description: General operations relating to the overall functions of the field. *Topics:* Field policies; plans and programs; automation; timeliness studies; projects and surveys.

STC/NAD-230 *Formerly Identified as:* SC-520
National Accounts Development (Revised)
Description: Records relate to research papers and consist of analytical manipulations of existing Statistics Canada data, their description, interpretation and explanation. *Topics:* Urban indicators; time use data; non-market production; extension of national accounts; concepts, definitions; inflation accounting; household work; underground economy; total consumption; satellite accounts.

STC/GNP-235 *Formerly Identified as:* SC-430
Gross National Product
Description: Records related to the production of provincial and national accounts. *Topics:* Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy — persons, business, government and non-residents; estimates of production by industry; provincial estimates of personal income and provincial product and their components.

STC/IMA-240 *Formerly Identified as:* SC-440
Industry Measures
Description: Records related to industrial output. *Topics:* Gross domestic product by industry; real output measures; provincial output; value added; constant price provincial output; industry measures; real domestic product; index of industrial production; gross output by industry; intermediate inputs by industry.

STC/IFE-245 *Formerly Identified as:* SC-450
Financial Flows
Description: Records related to financial flows between different sectors of the Canadian economy and balance sheet data for the same sectors and for the economy as a whole. *Topics:* Monetary authorities; chartered banks; public financial institutions; federal government; provincial and local governments and hospitals; social security funds; persons and unincorporated businesses; non-financial private corporations; non-financial government enterprise; near-banks; insurance companies and pension funds; other private financial institutions; rest of the world.

STC/IFE-250 *Formerly Identified as:* SC-460
International Travel
Description: Records related to the activities of Canadians travelling outside the country and visitors to Canada. *Topics:* Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations. *Special Access Note:* See also STC/ECT-200 for domestic travel.

STC/IFE-255 *Formerly Identified as:* SC-470
Business Microdata Integration and Analysis
Description: Business microdata integration and analysis related to the activities of foreign and domestic controlled enterprises, companies and establishments in Canada and similar Canadian-controlled entities abroad. *Topics:* Employment; shipments; imports; capital expenditures; value added.

STC/IFE-260 *Formerly Identified as:* SC-480
Balance of Payments
Description: Schedules, correspondence and working papers related to the production of statistics on the balance of payments. *Topics:* Data for conversion of merchandise exports and imports from a customs to a balance-of-payments basis; freight and shipping receipts and payments, including ocean shipping, inland transportation and air freight; data on Canadian and foreign government transactions and on business and miscellaneous services and charges; travel expenditures; interest and dividend receipts and payments and miscellaneous income transactions with non-residents, including real estate transactions; personal and institutional remittances; flows of migrants' funds; official contributions to developing countries; capital flows, including direct and portfolio investment; short-term assets and liabilities with non-residents; investment in Canada by non-residents and investment abroad by Canadian residents; funded debt and foreign bank borrowing; geographical distributions of ownership of capital.

STC/INO-265 *Formerly Identified as:* SC-490
Input-Output
Description: Records related to the development and maintenance of national and regional input-output tables, models productivity measures and correspondence with clients in reference to customer service activity. *Topics:* Annual data and records for current and constant price input-output tables encompassing 191 industries, 136 categories of final demand and 602 commodities and primary inputs; data for 1979 for interprovincial trade flows and input-output tables for each province; model documentation for national input-output tables, regional input-output tables, price model and energy mode; annual data and records relative to the development and maintenance of productivity measures; correspondence with clients of customer-specific economic models.

STC/INO-270 *Formerly Identified as:* SC-570
Detailed Energy Balances
Description: Supply and disposition tables for Canada by fuel in natural units and thermal equivalents for the years 1966, 1971, 1974 and 1976.

STC/ECA-275 *Formerly Identified as:* SC-500
Econometric Analysis
Description: The records comprise current analyses of the Canadian economy and background studies that provide context for current analyses.

STC/POS-280 *Formerly Identified as:* SC-510
Population Studies (Revised)
Description: Records relate to population studies.

STC/SES-285 *Formerly Identified as:* SC-530
Social and Economic Studies
Description: Records relate to studies undertaken by the division using statistical records produced by other areas of the Department.

STC/STA-290 *Formerly Identified as:* SC-550
Models (Revised)
Description: Socioeconomic resource framework, including component models for demography, households, health, education, transportation production, and energy.

STC/STA-295 *Formerly Identified as:* SC-560
Socioeconomic Data (Revised)
Description: Model related databases of historical socioeconomic data; data input to models run specially for particular clients on a fee-for-service basis; compendium of environmental statistics published as Human Activities and the Environment.

STC/DIA-300 *Formerly Identified as:* NO REFERENCE
Distributional Analysis (New)
Description: The division uses data sets produced and maintained by other divisions within Statistics Canada.

STC/BTS-305 *Formerly Identified as:* NO REFERENCE
Business and Trade Statistics Field Operations (New)
Description: General operations relating to the overall functions of the field.

STC/IND-310 *Formerly Identified as:* SC-600
Shipments, Inventories and Orders
Description: Records related to shipments, inventories and orders; business conditions and inventory accounting methods. *Topics:* Estimates of the value of Canadian manufacturers' shipments, inventories and orders; qualitative assessments of business conditions in manufacturing and short-term production expectations; turn-over periods in manufacturing industries; inventory accounting (surveys conducted in 1949 and again in 1975).

STC/IND-315 *Formerly Identified as:* SC-610
Energy (Revised)
Description: Records related to electricity and mineral fuels. The statistical programs are carried out in collaboration with other government agencies such as the Department of Energy, Mines and Resources, the National Energy Board, the Petroleum Monitoring Agency, and various provincial departments. *Topics:* Supply and disposition of solid fuels, liquid fuels, gas, electricity and renewable energy forms; financial and operating statistics in respect of energy industries and pipelines.

STC/IND-320 *Formerly Identified as:* SC-620
Food, Beverages and Tobacco
Description: Records related to the production and processing of food, beverages and tobacco. *Topics:* Soft drinks; grain millings; oils; fats; bakery products; poultry products; meats; cigarettes, cigars and cut tobacco; processed cheese; instant skim milk powder; tea; coffee; cocoa; breweries; distilleries; wineries; dairy products; confectionery; feeds; fish products; fruits and vegetables; flour and breakfast cereal products; sugar.

STC/IND-325 *Formerly Identified as:* SC-630
Leather
Description: Records related to the production and consumption of leather. *Topics:* Footwear; leather tanneries; shoe factories; boot and shoe findings.

STC/IND-330 *Formerly Identified as:* SC-640
Textiles and Apparel
Description: Records related to the production and consumption of textiles and apparel. *Topics:* Canvas products; cordage and twine; cotton and jute bags; yarn and cloth made from cotton, man-made fibre and wool; foundation garments; fur goods; men's, women's and children's clothing; felt and fibre; carpets, mats and rugs; automobile fabric accessories.

STC/IND-335 *Formerly Identified as:* SC-650
Plastics, Chemicals and Rubber
Description: Records related to the production, sale and consumption of plastics, chemicals and rubber. *Topics:* Paints; varnishes; lacquers; synthetic resins; pharmaceuticals; medicines; plastics; toilet preparations; industrial chemicals; fertilizers; plastic film and bags, soaps and cleaning compounds, high pressure decorative laminate sheet, plastic bottles.

STC/IND-340 *Formerly Identified as:* SC-660
Miscellaneous Manufacturing Products
Description: Records related to the production, sale and consumption of miscellaneous manufacturing products. *Topics:* Toys; floor tiles; felts; phonograph records; pre-recorded tapes; sporting goods; scientific and professional equipment; signs and displays; jewellery and silverware; coated products.

STC/IND-345 *Formerly Identified as:* SC-670
Machinery and Transportation Equipment
Description: Records related to the manufacture of machinery and transportation equipment. *Topics:* Agricultural implements; aircraft and parts; boat building and repair; machine shops; motor vehicles; motor vehicle parts and accessories; railroad rolling stock; miscellaneous vehicles; commercial refrigeration and air conditioning equipment; office and store machinery; truck bodies and trailers; miscellaneous machinery and equipment; ship building and repair.

STC/IND-350 *Formerly Identified as:* SC-680
Electrical Equipment
Description: Records related to the production and sales of electrical equipment. *Topics:* Domestic refrigeration and freezers; domestic washing machines and clothes dryers; domestic electrical appliances; electric lamps (light sources); small electrical appliances; major appliances (electric and non-electric); household radio and television receivers; communications equipment; batteries; electric wire and cable; lighting fixtures manufacturers.

STC-IND-355 *Formerly Identified as:* SC-690
Wood and Furniture Products
Description: Records related to the manufacture of wood and furniture products. *Topics:* Veneer and plywood mills; sawmills; planing mills; shingle mills; sash, door and other millwork plants; wooden boxes; coffins and caskets; wood preservation; wood turnings particle board and wafer board and miscellaneous wood products; household furniture; office furniture; electric lamps and shades.

STC-IND-360 *Formerly Identified as:* SC-700
Paper Products and Printing
Description: Record related to paper products and printing. *Topics:* Hardboard; rigid insulating board; corrugated boxes and wrappers; printing, publishing and allied industries; pulp and paper mills; asphalt roofing; paper converters; paper and plastic bags; folding carton and set-up boxes.

STC/IND-365 *Formerly Identified as:* SC-710
Metals
Description: Record related to primary metals (manufactured) and fabricated metal products. *Topics* Primary iron and steel; ingots, steel castings and pig iron; steel wire and wire products; chrome ore, manganese ore, cobalt, molybdenum and tungsten; ferro-alloys and addition agents; non- metallic minerals; selenium; tellurium; antimony; bismuth; unmanufactured tin; steel pipes; tubing and fittings; cemented tungsten; carbide blanks and tools; aluminium; lead and zinc; magnesium metal; metallic cadmium; metallic mercury; nickel; grinding balls; iron and steel mills; metal rolling, casting and extruding; fabricated structural metal; hardware, tool and cuttery manufacturers; scrap iron and steel; smelting and refining; ornamental and architectural metals; boiler and plate works; heating equipment; iron foundries; metal stamping, pressing and coating.

STC/IND-370 *Formerly Identified as:* SC-790
Construction Industry
Description: Records related to the construction industry and various construction contracting industries including cost, input, output data by type of trade. *Topics:* Type of construction; total value of construction; repair work; labour content; per capita value of construction; construction contracting industries — mechanical, electrical highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades.

STC/IND-375 *Formerly Identified as:* SC-820
Retail Trade
Description: Records related to sales, inventories, and operating data for retail businesses. *Topics:* Chain stores; independent stores; alcoholic beverages stores; motor vehicles dealers; food stores; general merchandise stores; clothing stores; hardware stores; furniture stores; shoe stores; drug stores; campus book stores; direct sellers; vending machine operators; shopping centres; department stores.

STC/IND-380 *Formerly Identified as:* SC-830
Wholesale Trade (Revised)
Description: Records related to various types of businesses acting as intermediaries in the field of distribution. Included are wholesale merchants and wholesale agents and brokers. *Topics:* Principal statistics of wholesale merchants and agents and brokers; origin and destination of goods handled by wholesale merchants (1979); lumber and building material sales (1978); construction machinery and equipment sales (1977); diesel and natural gas engine sales (1977); farm implement and equipment sales (1977).

STC/IND-385 *Formerly Identified as:* SC-720
Logging (Census of Forestry)
Description: Records related to shipments of roundwood. *Topics:* Sawlogs; veneer logs; pulpwood; poles and pilings (untreated); fuelwood; Christmas trees; miscellaneous roundwood.

STC/TRA-390 *Formerly Identified as:* SC-730
Rail Transport
Description: Records relating to rail transportation in Canada and between the United States and Canada. *Topics:* Railway financial and operating statistics; equipment and length of track; fuel consumption and employment statistics; freight and passenger traffic; freight loaded; receipts from and deliveries to U.S. rail connections; commodity movement between provinces and to and from U.S. regions. *Storage Media:* Some material held on microfiche and magnetic tape.

STC/TRA-395 *Formerly Identified as:* SC-740
Air Transport
Description: Records related to the movement of aircraft passengers, mail and cargo by air and to the activities of air carriers operating in Canada. These data are produced by the Aviation Statistics Centre, a Statistics Canada satellite co-located with the Canadian Transport Commission. *Topics:* Air carrier financial and operational statistics; air traffic at Canadian airports; volume of mail and cargo; origin and destination of scheduled air passengers travelling within Canada, between Canada and the United States and internationally; international and domestic air charter statistics; airport activity and traffic flow; fare type statistics; aircraft utilization. *Storage Media:* Some material held on microfiche, microfilm, and magnetic tape.

STC/TRA-400 *Formerly Identified as:* SC-750
Road Transport (Revised)
Description: Records relating to road transport in Canada. In addition to programs surveying carriers, certain programs rely on aggregations of provincial and territorial administrative records. *Topics:* Financial and operating statistics on motor carriers of freight and of passengers, and on urban transit systems; commodity origin-destination statistics of the for-hire trucking industry; private trucking statistics, motor vehicle registrations and related licenses; gross and net sales of motive fuels. *Storage Media:* Some material held on microfiche and magnetic tape.

STC/TRA-405 *Formerly Identified as:* SC-760
Water Transport (Revised)
Description: Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading. *Topics:* Financial and operational statistics on water carriers, including number and kind of vessels, employment, fuel consumption, type of service; shipping and port activities; commodities loaded and unloaded; containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin, or destination. *Storage Medium:* Some material held on microfiche.

STC/INT-410 *Formerly Identified as:* SC-850
Exports and Imports
Description: Records related to exports and imports. *Topics:* Exports and imports by countries and commodities; export transactions; Canadian trade; flow of goods into and out of Canada; exports by province of (origin) lading; imports by port of clearance; Canadian International Trade Classification; Commodity Classifications; foreign trade; import and export price and volume indexes; volume of imports and exports; seasonally adjusted import and export data. *Storage Medium:* Some data held on microfilm and microfiche.

STC/PRI-415 *Formerly Identified as:* SC-860
Retail Prices and Living Costs
Description: Records related to the measurement of consumer price changes and place-to-place price difference, including concepts and procedures. *Topics:* Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons, foreign service post indexes and Canadian isolated post indexes; index methodology and concepts. *Storage Medium:* Some material held on microfiche.

STC/PRI-420 *Formerly Identified as:* SC-870
Industrial Prices
Description: Records related to the measurements of price movements in the production and distribution of commodities and services. *Topics:* Selling price indexes: manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities; electric utility selling price indexes; selected purchase price index: special purpose indexes for capital expenditures; machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods, farm input price indexes; thermal coal price index. *Storage Medium:* Some material held on microfilm.

STC/SER-425 *Formerly Identified as:* SC-840
Service Trade (Revised)
Description: Records related to financial, descriptive, and other operating data of service industry businesses. *Topics:* Amusement and recreational industries: motion picture theatres, motion picture and video production, laboratories and distribution, golf clubs, marinas, skiing facilities, etc.; business services: employment agencies and personnel suppliers, computer services, engineering ans scientific services, advertising agencies, etc.; personal and household services: funeral directors, laundries and dry cleaning services, self service laundries and dry cleaners, barber and beauty shops, etc.; other miscellaneous services: industrial machinery and equipment rental, automobile and truck rental and leasing, janitorial services, ticket and travel agencies and tour operators; accommodation and food-services: hotels, motels, campgrounds, restaurants, taverns and caterers, etc.

STC/SER-430 *Formerly Identified as:* SC-770
Communications — Radio, Television, Cablevision, Telecommunications
Description: Records related to licensed radio and television stations, including the CBC and other national and regional networks; cable television systems; telecommunications carriers; and all telephone systems operating in Canada. *Topics:* Financial statistics; employees, salaries and wages on radio and television broadcasting, cable television and telecommunications carriers; telephones in operation by type of service and type of exchange; cable television subscribers.

STC/IOF-435 *Formerly Identified as:* SC-580
Business Finance and Taxation
Description: Records related to financial and taxation data of all corporations and financial institutions operating in Canada. *Topics:* Corporate financial statistics — assests, liabilities, shareholder's equity, revenues, expenses, profits and retained earnings; corporate taxation statistics — provincial allocation of taxable income, income taxes payable, and reconciliation of profits to taxable income; volume of cheques cashed by chartered banks.

STC/IOF-440 *Formerly Identified as:* SC-590
Corporations and Labour Unions Returns Act (CALURA)
Description: Records related to financial data and ownership of corporations, and to financial statements and membership data of labour unions. *Topics:* Corporate statistics — country of control, assets, sales, profits and taxable income; directory of intercorporate ownership; labour unions — financial statistics, number of locals, members and collective agreements.

STC/AGR-445 *Formerly Identified as:* SC-880
Census of Agriculture
Description: Records related to recurring five-year and ten-year censuses of agriculture. *Topics:* Numbers of farms; areas; tenure; crops; livestock; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; entrants to and exiters from farming occupation. *Special Access Note:* Census of Agriculture data are available in a variety of forms — printed volumes, graphic presentations, photocopies of tabulations, microfilm, microfiche, user summary tapes, and special tabulations. Most information is available from the Publication Sales and Services Section. User summary tapes and special requests are handled directly by the User Services Section of the Agriculture Division.

STC/AGR-450 *Formerly Identified as:* SC-890
Crops
Description: Records related to measurements and forecasts of area, yield and production, as well as stocks and movement of most crops grown in Canada. *Topics:* Field crops; grain marketing; horticulture; per capita food disappearance. *Storage Medium:* Some material held on microfiche.

STC/AGR-455 *Formerly Identified as:* SC-900
Farm Income and Prices
Description: Records related to farm financial accounts. *Topics:* Farm cash receipts; farm expenditures; expenses; farm net income; inventory changes; farm prices and indexes; farm debt; value of farm capital; wages paid to hired farm help; number of farms. *Storage Medium:* Some material held on mircrofiche.

STC/AGR-460 *Formerly Identified as:* SC-910
Livestock and Animal Products
Description: Records related to production and per capita disappearance of meats and animal products; wool production; dairy statistics; stocks of frozen food. *Topics:* Inventories; actual and forecasted births and deaths; cold storage; dairy products; fur; poultry and eggs; livestock slaughter; wool. *Storage Medium:* Some material held on microfiche.

STC/SCT-465 *Formerly Identified as:* SC-920
Science Statistics
Description: Records relating to the nature, state and direction of science and technology in the public and private sectors. *Topics:* Science and technology in the federal government (by department and program); in Canadian industry (by selected industries); in private non-profit organizations; in certain provincial governments; and in universities.

STC/SCT-470 *Formerly Identified as:* SC-800
Capital Stock
Description: Records related to the value of fixed assets and their degree of utilization in the manufacturing sector. *Topics:* Series on capital stocks and depreciation in both current and constant dollars by industry and province; series on capacity utilization rates for manufacturing industry groups.

STC/SCT-475 *Formerly Identified as:* SC-810
Capital Expenditures
Description: Records related to capital and related expenditures on new construction and new purchased machinery and equipment repair work on structures and on machinery. *Topics:* Provincial capital and related expenditures by industry and a breakdown of private and public investment.

STC/SCT-480 *Formerly Identified as:* SC-780
Current Investment Indicators
Description: Records related to building permits and housing starts and completions, capital expenditures and fixed assets in housing. *Topics:* Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing starts and completions growth of housing stock; construction activity indicators.

STC/INM-485 *Formerly Identified as:* SC-930
Informatics and Methodology Field Operations (Revised)
Description: Records relating to the overall functions of the field. *Topics:* Field policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition; methodology.

STC/ISD-490 *Formerly Identified as:* SC-940
Systems and Programs
Description: Sets of instructions to enable a computer to perform a given task. *Topics:* Application programs; application systems; utility programs; generalized programs; control programs; system software. *Retrievability:* Sequenced by system identification code.

STC/ISD-495 *Formerly Identified as:* SC-950
System Documentation
Description: General descriptions of the operations of programs and systems. *Topics:* System specifications; system flowcharts. *Retrievability:* Sequenced by system identification code.

STC/ISD-500 *Formerly Identified as:* SC-970
Geocartographics
Description: The geocartographics centre consists of a multidisciplinary team which offers computer assisted drafting, graphics, cartography and geography services. Its records consist of correspondence, studies and reports related to various aspects of the work of the centre. *Topics:* Determination of inhabited areas; co-ordinate transformation systems; geographically referenced data storage and retrieval system; automated cartography; spatial systems technology; spatial information display system; mapping programs; dot mapping; digitization of area data; perspective view maps; map projections; choropleth maps; polygon encoding methods; projection transformation.

STC/CLS-505 *Formerly Identified as:* SC-960
EDP Training
Description: The EDP Training section, in conjunction with the Departmental Training and Development section, evaluates the requirements of the agency for EDP training, evaluates and develops courses and co-ordinates the teaching of courses. Records relate to all aspects of EDP training. *Topics:* Data processing; time sharing; programming and systems analysis; software packages. *Special*

Access Note: For information consult the Departmental Training and Development section of Statistics Canada.

STC/CLS-510 *Formerly Identified as:* SC-980
Technical Evaluation (Revised)
Description: Research into the feasibility and applicability of new EDP technology to the agency's program plans, evaluations of the cost effectiveness of new EDP technology. *Topics:* COM (Computer Output to Microfilm); OCR (Optical Character Recognition); RJE (Remote Job Entry); telecommunications; data storage media; time-sharing; terminals; word processing; page printing; mapping; geocoding.

STC/CLS-515 *Formerly Identified as:* SC-990
EDP Standards and Procedures
Description: Records related to standards and procedures applicable to EDP functions. *Topics:* Planning; project development and control; EDP services; procurement of goods and services; hardware; software; security; standards; training; documentation; maintenance of programs and systems; data capture; software support; data storage; archiving of machine-readable material; general data administration.

STC/GEO-520 *Formerly Identified as:* SC-1000
Geography Division
Description: Records related to geographically referenced data; current census boundaries; and specifications for maps and bulletins. *Topics:* Municipal boundaries; street names; geographic concepts; geographical reference data; geostatistical areas — provinces, census divisions, counties, regional municipalities, regional districts, cities, towns, villages, townships, census tracts, census metropolitan areas, enumeration areas; street indexes for large (50,000+) urban areas; enumeration area maps; geostatistical area maps. *Storage Media:* Enumeration area maps held on microfilm for the 1971 and 1976 Census and on hard copy (paper) format for 1981.

STC/BUS-525 *Formerly Identified as:* SC-1010
Business Profiles
Description: Records related to the maintenance of the Business Register and the structure of reporting units. *Topics:* Business Register specifications; profiles of establishments; up-to-date names and addresses of businesses; profiling procedures. *Storage Medium:* Some material held on microfilm and microfiche.

STC/BUS-530 *Formerly Identified as:* SC-1020
Taxation Data
Description: Records related to the accessing of statistical data from taxation records of incorporated and unincorporated businesses. *Topics:* Access to T1 and T2 tax returns; professional and business tax returns; T4/T4A tax form summary; use of tax data for statistical purposes.

STC/STD-535 *Formerly Identified as:* SC-1030
Standards
Description: Correspondence, research and background papers related to the production of standard classifications and concepts. *Topics:* Standard geographical classification; social concepts directory; principal commodity groups; standard commodity classification; standard classification of services; international standard classifications; standard occupational classification; standard industrial classification; industrial company classification; Statistical Data Documentation System; Statistical Units; profiling.

STC/SVM-540 *Formerly Identified as:* SC-1040
Methodology (Revised)
Description: The records relate to methodological issues and research on survey design, estimation techniques and methods in analysis of data from complex surveys. *Topics:* Planning; work plans; work programs; editing; imputation; faulty and missing data; quality control; record linkage; sample design; estimation procedures; methods of analysis with data from complex surveys and other survey methods research. *Storage Medium:* Some material held on microfiche.

STC/BSM-545 *Formerly Identified as:* SC-1050
Business Survey Methods (Revised)
Description: The records relate to methodological issues and problems common to the business surveys. *Topics:* Concepts; definitions; index formulation; survey design and estimation; quality control; methodology of sampling frames; data linkage techniques; estimation procedures; data edit and audit; confidentiality; non-sampling errors.

STC/ADD-550 *Formerly Identified as:* SC-1060
Administrative Data Development (Revised)
Description: Records relate to the administrative data development studies conducted by the division. *Topics:* Social data; sub-provincial data; labour force; migration; income.

STC/TSR-555 *Formerly Identified as:* SC-1070
Time Series (Revised)
Description: The records relate to fundamental research on seasonality and time-series analysis. *Topics:* Time series; short series; Box-Jenkins (ARIMA) forecasting models; tests; indirect adjustment; seasonality; interpolation; benchmarks; polynomial seasonal adjustment methods; filters; X-11-ARIMA.

STC/SAD-560 *Formerly Identified as:* SC-1080
Small Area Data (Revised)
Description: The Small Area Database, publicly accessible through the CANSIM Cross-Classified System, will contain socioeconomic and demographic data for sub-provincial geographic areas. These data come from sources within, and external to, Statistics Canada.

STC/COM-565 *Formerly Identified as:* NO REFERENCE
Communications and Operations Field Operations (New)
Description: General operations relating to the overall functions of the field.

STC/MAN-570 *Formerly Identified as:* NO REFERENCE
Management Services Field Operations (New)
Description: Records relate to the overall functions of the field.

STC/DAC-575 *Formerly Identified as:* NO REFERENCE
Data Access (New)
Description: Records relate to requests received under the *Access to Information and Privacy Acts;* agreement with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data and the discretionary disclosure of information pursuant to the *Statistics Act.*

STC/FIN-580 *Formerly Identified as:* NO REFERENCE
Financial Operations (New)
Description: Records relate to expenditure and revenue transactions, the financial management information system, recoverable projects accounting, contract administration and general accounting services.

Deleted Classes of Records

SC-540 Structural Analysis Division

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

Chapter 93

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

(OSW)

005 Ministerial Affairs
010 Federal Government Affairs
015 Legislative Aspects
020 Committees
025 Women in Public Life
030 Federal–Provincial Affairs
035 International Liaison
040 International Affairs

ACCESS TO INFORMATION
CO-ORDINATOR
OFFICE OF THE CO-ORDINATOR,
STATUS OF WOMEN
151 SPARKS STREET
ROOM 1005
LA PROMENADE BUILDING
OTTAWA, ONTARIO
K1A 1C3

OFFICE OF THE CO-ORDINATOR, STATUS OF WOMEN

Background

In 1967, the Government of Canada, seeking to respond to the difficulties faced by women in Canada, established a Royal Commission on the Status of Women (RCSW). In 1970, the RCSW tabled its report to Parliament containing 167 recommendations for federal and provincial governments. In 1971, Canada named a Minister responsible for the Status of Women and set up a Co-ordinator's Office within the Privy Council Office. In 1975, a special project called International Women's Year was set up to promote the role of women, and special information and educational programs were instituted across Canada to explain the situation of Canadian women. In 1976, the Office of the Co-ordinator, Status of Women became a department under Order-in-Council P.C. 1976-779.

Overall Responsibilities

The objective of the program is to ensure that the federal government carries out its commitment to equality between women and men and to ensure that equal opportunities for women in all spheres of Canadian life are promoted. This is achieved through:

- systematic analysis for the Minister of the impact on women of proposals, especially proposals for policy, legislative and program change;
- co-ordination of policy analysis on an interdepartmental, federal-provincial and international level so that policy recommendations to improve the status of women can be proposed to Cabinet by the Minister responsible for the Status of Women; and
- communication with women's groups, non-government organizations and the general public on government priorities and issues of concern to women.

The program is delivered by performing three functions which are reflected in its organization. They are: Policy Analysis and Development, External Relations, and Public Information/ Communications.

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Office of the Co-ordinator, Status of Women
151 Sparks Street
Room 1005
La Promenade Building
Ottawa, Ontario
K1A 1C3
Telephone: (613) 995-7835

Office of the Co-ordinator

Policy Analysis and Development

This function involves the systematic analysis of the impact of existing government programs on women and the review of proposals for new or revised programs, policies and legislation with regard to their impact on women. Policy analysis and development is carried out at the federal level as well as in co-operation with provincial governments and international bodies.

External Relations

This function consists of ongoing consultations with women's groups, academics, and other groups and individuals at all levels interested in the current environment and in assisting these groups and individuals in their contacts with the federal government. Status of Women Canada also represents Canada on the United Nations Status of Women Commission, the Working Party on the Role of Women in the Economy of the Organization for Economic Co-operation and Development, and the Organization of American States Status of Women Commission.

Public Information/Communications

This function informs women's groups and the general public of federal priorities and programs relating to the status of women by assisting the Minister in the preparation of speeches, correspondence, and media briefings. It also consists of media analysis, answering queries from the public and issuing publications dealing with women's issues and related areas of interest.

Classes of Records

OSW/OSW-005 *Formerly Identified as:* SW-10
Ministerial Affairs
Description: Notes for debates and for question period as well as background information frequently based on Cabinet decisions and directives. Reports on activities of federal departments, other governments and non-government organizations, and departmental recommendations to the Minister.

OSW/OSW-010 *Formerly Identified as:* SW-20
Federal Government Affairs
Description: Information on women's issues, correspondence between departments to ensure program objectives which promote women are met. *Topics:* Employment programs; employment services; maternity benefits; affirmative action; day care; family violence; health promotion; Canada Assistance Plan; female offenders.

OSW/OSW-015 *Formerly Identified as:* SW-30
Legislative Aspects
Description: Information on legislative measures to amend or revise individual Acts, such as the *Charter of Rights. Topics: Unemployment Insurance Act;* various pension Acts; Criminal Code; *Canadian Human Rights Act; Divorce Act; Indian Act;* etc.

OSW/OSW-020 *Formerly Identified as:* SW-40
Committees
Description: Material on the establishment of or participation in committees, working groups, interdepartmental committees and intergovernmental committees. *Topics:* Committees related to Year of the Child; sexual harassment; day care; family violence; human rights; Year of the Disabled — 1981; victims of crime; family benefits; Convention on the elimination of all forms of discrimination against women; Royal Commission on the Status of Women; women and aging.

OSW/OSW-025 *Formerly Identified as:* SW-50
Women in Public Life
Description: Information on women in public life, women in research, women in the economy, women in arts and culture, women in politics. *Topics:* Alcoholism; women and aging; occupational health and safety; access to banking and credit; women business owners or entrepreneurs; women in the labour force; equal pay for work of equal value; sexual harassment; technological change; pension.

OSW/OSW-030 *Formerly Identified as:* SW-60
Federal-Provincial Affairs
Description: Information on functions; agendas; minutes; reports and participation in conferences by Status of Women Canada. *Topics:* Human rights; federal-provincial meetings of ministers responsible for

Status of Women; Immigrant Women's Conference; non-government organizations; Constitutional conference.

OSW/OSW-035 *Formerly Identified as:* SW-70

International Liaison

Description: Information on co-operation and liaison with foreign countries concerning the advancement and equality of women throughout the world.

OSW/OSW-040 *Formerly Identified as:* SW-80

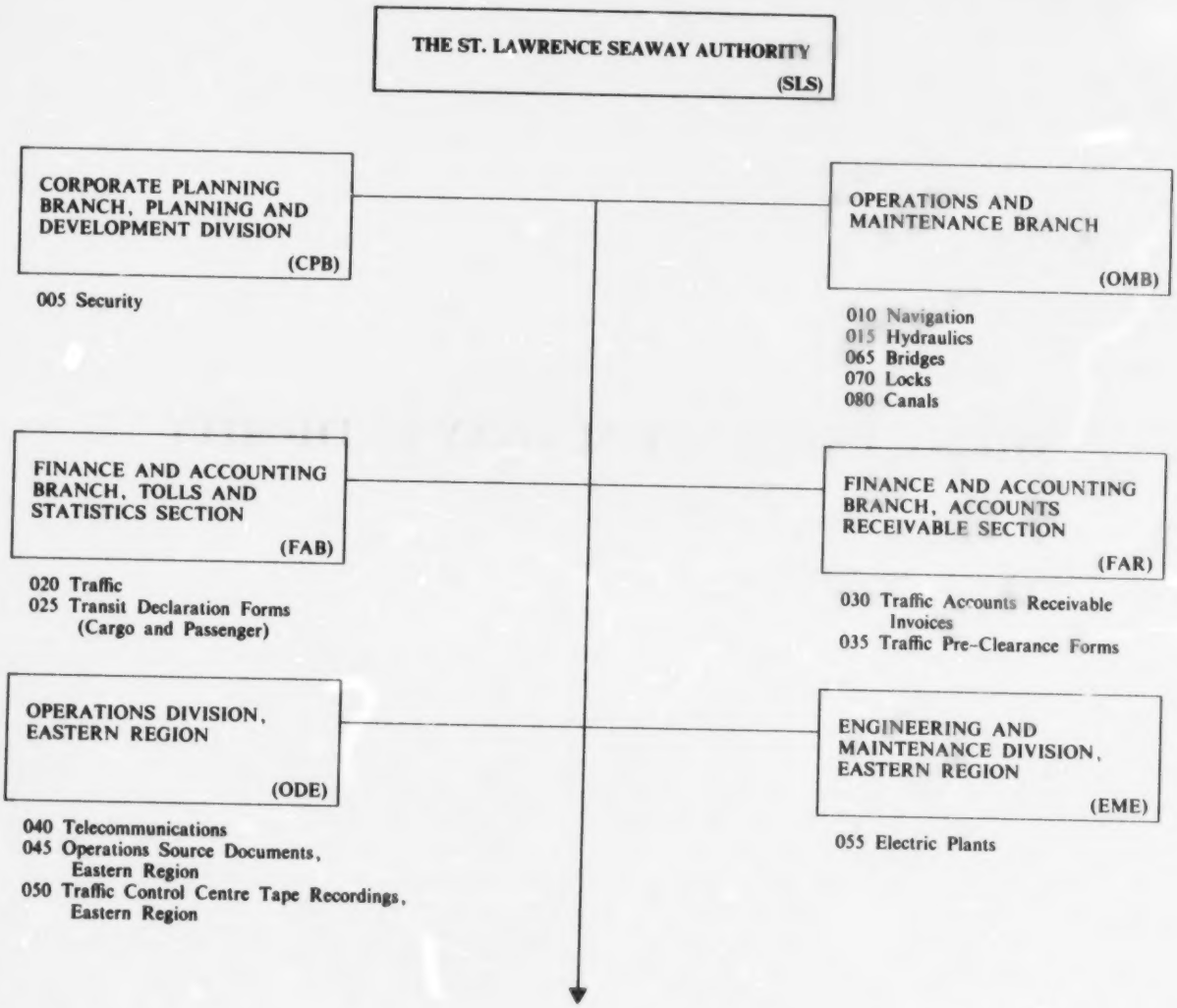
International Affairs

Description: Information on the advancement of women throughout the world and material related to United Nations programs to promote equality of women; also OECD programs. *Topics:* U.N. Conventions and Declarations; International Conferences; U.N. Human Rights; World Program of Action; Employment of Women in Agencies; World Assembly on Aging; 1980 Conference on Decade for Women (Copenhagen); 1985 Conference on Women.

THE ST. LAWRENCE SEAWAY AUTHORITY

Chapter 94

THE ST. LAWRENCE SEAWAY AUTHORITY



THE ST. LAWRENCE SEAWAY AUTHORITY

OPERATIONS DIVISION, WESTERN REGION (ODW)

040 Telecommunications
045 Operations Source Documents, Western Region
050 Traffic Control Centre Tape Recordings, Western Region

ENGINEERING AND MAINTENANCE DIVISION, WESTERN REGION (EMW)

055 Electric Plants
100 Soil Mechanics and Foundation Engineering
105 Concrete Control
115 Welland Canal Twinning Project Contractors' Association

ACCESS TO INFORMATION CO-ORDINATOR
ST. LAWRENCE SEAWAY AUTHORITY
PLACE DE VILLE
TOWER A
320 QUEEN STREET
OTTAWA, ONTARIO
K1A 5A3

ENGINEERING SERVICES BRANCH (ESB)

060 Remedial Works and Public Services
065 Bridges
070 Locks
075 Planning and Development by Other Agencies
080 Canals
085 Hydraulic Models
090 Construction Features
095 Power Development
110 Plan Records

THE SEAWAY INTERNATIONAL BRIDGE CORPORATION, LTD. (SIB)

120 The Seaway International Bridge

JACQUES CARTIER AND CHAMPLAIN BRIDGES, INC. (JCB)

125 Jacques Cartier Bridge
130 Champlain Bridge

THE ST. LAWRENCE SEAWAY AUTHORITY

Background

The St. Lawrence Seaway Authority (SLSA) was established in 1954 by the *St. Lawrence Seaway Authority Act*, and is designated a proprietary corporation (Schedule C, Part I) within the meaning and purpose of the *Financial Administration Act*.

Overall Responsibilities

The Authority was incorporated to ensure:

- acquisition of lands for, and the construction, maintenance and operation of all such works as may be necessary to provide and maintain, alone or in conjunction with an appropriate authority in the United States, a deep waterway between the Port of Montréal and Lake Erie;
- construction, maintenance and operation of all such works as the Governor-in-Council may deem necessary to fulfil any obligation undertaken pursuant to any present or future agreement;
- acquisition of lands for, and construction, maintenance and operation, alone or in conjunction with an appropriate authority in the United States, of bridges connecting Canada with the United States as authorized by the Act; and acquisition, with the approval of the Governor-in-Council, of shares in or property of any bridge company, as well as operation and management of these bridges; and
- acquisition of lands for, and construction or acquisition, maintenance and operation of such works or other property as the Governor-in-Council may deem necessary for works undertaken pursuant to the Act.

The objectives of the St. Lawrence Seaway Authority support the basic objective of the Canadian Marine Transportation Administration to provide safe, efficient facilities and services for waterborne commerce and marine operations, and include:

- the provision, operation and maintenance of an efficient deep waterway, assuring through navigation to the head of the Great Lakes;
- recovery of the costs required to operate this waterway;
- development and enforcement of regulations and standards to ensure safe and efficient movement of marine traffic, proper supervision and control of vessel operations, and protection of the environment; and
- assessment, on a continuous basis, of the need for improvements to the seaway system.

The Act confers various powers on the Authority, including the power to borrow money and produce revenue by levying tolls for the use of the deep waterway.

In 1976, the financial structure of the St. Lawrence Seaway Authority was revised. In 1978, under the terms of a joint agreement with the United States Saint Lawrence Seaway Development Corporation, a new tariff of tolls was implemented, with increases being phased in over three years. These actions were designed to put the Authority on a self-supporting basis, although since 1980 it has been necessary to negotiate further toll increases with the United States to maintain self-sufficiency as required by Cabinet.

The Authority has operating responsibility for locks in two canal sections. It also operates numerous tunnels, bridges and ancillary structures. For operational and management purposes, the deep waterway is divided into two sections.

The Montréal-Lake Ontario eastern section includes seven locks which raise marine traffic a total of 68 meters. Five of the locks are located in Canada while two are in the United States. The latter are operated and maintained by the United States Saint Lawrence Seaway Development Corporation.

The Welland Canal western section includes eight locks between Lake Ontario and Lake Erie — three of which are twinned — which raise marine traffic a total of 99 meters. This section was transferred from the Department of Transport to the Authority in 1959 and deemed to be part of the deep waterway system. Since 1959, the Authority has deepened the canal, constructed tunnels under it, built a new by-pass channel around the City of Welland and made many other improvements designed to increase the efficiency of the system.

Organization

The three members of the Authority as well as Legal Services, Corporate Planning, and Planning and Development are located in Ottawa. Central services, located in Cornwall, Ontario include operations and maintenance, personnel and administration, and finance. The headquarters of the eastern section, which extends from Montréal to Lake Ontario, is in St. Lambert, Québec. The Engineering Services Branch is also located there. The western section, which operates the Canadian-owned Welland Canal, is in St. Catharines, Ontario.

The *St. Lawrence Seaway Authority Act* was amended in 1956 to give the Authority the power to incorporate subsidiaries. There are now three: the Seaway International Bridge Corporation, Ltd., the Great Lakes Pilotage Authority, and the Jacques Cartier and Champlain Bridges Incorporated.

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company Ltd., was incorporated by Letters Patent under the *Canada Companies Act* on November 13, 1962 and received its certificate of continuance under the new *Canada Business Corporations Act* on February 20, 1980. Its head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation.

The Great Lakes Pilotage Authority was created under the *Pilotage Act*. The objectives of this Authority are to establish, operate, maintain and administer a pilotage service in the province of Québec, south of the northern entrance to St. Lambert Lock, and all Canadian waters in and around the provinces of Ontario and Manitoba. Its head office is located in Cornwall, Ontario which is also the location of its eastern region office. Its western region office is located in St. Catharines, Ontario.

The Jacques Cartier and Champlain Bridges, Inc. received its certificate of incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montréal area were transferred to this corporation from the National Harbours Board (Ports Canada) by Order-in-Council P.C. 1978-3139, dated October 12, 1978, as amended, effective December 1, 1978. Its head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Québec.

In addition to the foregoing, by virtue of P.C. 1976-2407 of September 28, 1976, the St. Lawrence Seaway Authority has been entrusted with the maintenance and operation of the Canadian span of the Thousand Islands Bridge over the St. Lawrence River between Landsdowne, Ontario and Collins Landing, New York, including all appurtenant structures and property located in Canada.

By the terms of an agreement dated March 1, 1977, between the St. Lawrence Seaway Authority and the United States Thousand Islands Bridge Authority, the latter operates as an agent of the Authority for

that portion of the Thousand Islands Bridge which lies in Canada and is under control of the St. Lawrence Seaway Authority.

Access Procedures

All formal access requests to both the St. Lawrence Seaway Authority and the Seaway International Bridge Corporation, Ltd. under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
The St. Lawrence Seaway Authority
Place de Ville
Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone: (613) 598-4605

Corporate Planning Branch

This branch is responsible for applying a systematic approach to clarifying corporate objectives, making strategic decisions and checking progress towards the objectives. Corporate objectives are the objectives for the organization as a whole and not for parts of it. Strategic decisions are decisions which affect the organization as a whole over a long period of time. Specific responsibilities, outlined below, are carried out between two sections.

Corporate Planning Section

- — preparation of specific corporate plans for fiscal periods;
- — participation in the formulation of financial policies;
- — development of strategies for improving productivity;
- — liaison with central agencies and government departments;
- — development of sensitivity to Seaway users' needs;
- — development and implementation of performance measurement indicators; and
- — participation in the improvement of internal communications including the distribution of business news.

Economics Section

- — Data Collection — identification and collection of statistical data and information related to the Seaway economic program.
- — Database — development, maintenance and update of a database to store, review and analyze data related to the Seaway economic program.
- — Economic Market Analysis — performance of macroeconomic and regional market analyses to determine commodity flows along the Seaway.
- — Traffic Forecasting — preparation and update of short- and long-range traffic forecasts for commodities moving through the Seaway.
- — Tolls and sensitivity analyses — monthly and annual toll revenue estimates. These include determination of optimum toll increases to satisfy revenue needs.
- — Other economic studies — assessments of the regional impacts of the Seaway. These include benefit-cost analyses, feasibility studies and the evaluation of reports and proposals related to the economic program of the seaway.

Planning and Development Division

This division is responsible for the continued planning of conventional improvements to the Seaway system; for major studies on hybrid incremental twinning proposals for the Welland Canal and associated engineering analyses; for feasibility studies, and for cost-benefit studies related to these programs. The division is also responsible for liaison with the Canadian Coast Guard and the United States Saint Lawrence Seaway Development Corporation, and for co-ordinating such studies under their control as season extension and precise navigation systems. The division provides an interface with the Canadian marine transportation administration research and development group, and performs the emergency planning tasks required by the Department of Transport, under the umbrella of NATO.

Operations and Maintenance Branch

The branch monitors system performance to detect trends, and monitors capacity policy factors; participates in the development of capacity demand policies and the generation and evaluation of proposals related to the capacity/demand balance; and initiates and/or participates in the design and implementation of new operational programs related to capacity and day-to-day operation.

The branch administers programs related to Seaway regulations, vessel speed programs, operating procedures, maintenance policies and procedures, operational and maintenance staffing requirements, the transportation of dangerous goods, pollution matters, accident investigations, hydraulic and climatic matters, operational and maintenance feasibility studies, and capital and other budgets. It provides support to the Authority and regions in operational and maintenance related matters and provides liaison with users and other marine entities both in Canada and the United States.

Manuals

- Seaway Handbook — contains regulations and information
- Operating Manuals — provide detailed operating procedures for structure and traffic control operations, emergency procedures
- Operations Memoranda — provide general operational guidelines and policies
- Maintenance Manuals — provide detailed procedures and practices

Finance and Accounting Branch

Tolls and Statistics Section

This section compiles data on movement of vessels within the Seaway, receives information on these movements from agents who have assumed responsibility for the payment of tolls, and subsequently assesses tolls and issues a tolls invoice. As an offshoot of this billing procedure, statistics are gathered concerning vessel movements and the cargo carried by them.

Manuals

- Seaway Handbook — includes tariff of tolls
- Commodity, Port and Country Code Book — lists all numerical codes for ports, countries of registry and commodities
- Agent Code Manual — contains listing and numerical codes for all vessel agents
- Tolls and Statistics Users Manual — contains all operations of the EDP system as it applies to tolls and statistics

Accounts Receivable Section

This section is responsible for pre-clearance of all vessels using the Seaway facilities and the recovery of all toll accounts owed to the Authority.

Manuals

- Seaway Handbook — includes tariff of tolls

- Lloyd's Register of Ships — contains all data on the physical characteristics of ships, such as length, width, etc.
- Accounts Receivable User's Manual — contains all operations of the EDP system as it applies to accounts receivable

Operations Division, Eastern Region

This division administers the movements of vessels in the St. Lawrence River, from Montréal to Lake Ontario, through the operation of a vessel traffic control centre and several structures, locks and bridges. As well, this division ensures that vessel transits are safe, efficient and expedient in accordance with Seaway regulations, policies and programs, regional operating procedures and applicable federal statutes.

Manuals

- Seaway Regulations — lists rules governing vessel transits
- Operations Manual — contains instructions and procedures for the operation of structures
- Traffic Control Manual — describes instructions and procedures on vessel traffic control
- Regional Instructions — lists regional administrative procedures and instructions
- Clerk's Manual — describes procedures and instructions for operations and communications clerks

Engineering and Maintenance Division, Eastern Region

This division is responsible for making the regional structures available so as to permit the most efficient, continuous movement of vessel traffic. It also establishes systems to provide regular preventive maintenance.

Manuals

- Maintenance Procedures
- Operating Procedures
- Contingency Plans for Shipping Emergencies
- Drafting Procedures
- Mechanical Maintenance Procedures
- Lubrication Procedures

Engineering Services Branch

The primary function of the branch is to ensure the integrity and reliability of all lock and canal installations and permit efficient and continuous operation of the Seaway using a highly trained, multi-disciplined staff to deal with civil, mechanical and electrical engineering design requirements, maintenance and repair; to prepare construction contract specifications for structures and facilities of the eastern and western regions and all branches of the Authority; and to offer engineering services to the Jacques Cartier and Champlain Bridges Incorporated, the Thousand Islands Bridge Authority, federal and provincial government departments, standards associations and outside consultants.

Manuals

- Standards Manuals and Specifications (Canadian Standards Association, American Society for Testing and Materials, Canadian Institute of Steel Construction) — specifies design criteria and procedures for civil, mechanical, electrical and structural installations
- Engineering Services Branch Co-ordinators — outlines procedures and practices to be followed by project co-ordinators
- Engineering Services Branch Drafting Manual — outlines procedures and practices to be followed by draftspersons

Operations Division, Western Region

The division is responsible for the efficient manning of the vessel traffic control centre and other operating structures to ensure a safe, efficient and expedient movement of vessel traffic in accordance with Authority policy, programs, procedures, approved budgets and applicable federal statutes. The division is also involved in liaison with the shipping trade, United States and Canadian government agencies involved in the operation of the Seaway.

Manuals

- Traffic Control — provides operating procedures for traffic control operations
- Operations — provides operating procedures for structures operations
- Accident Incident and Violation Reporting Procedures — provides instructions for the reporting of accidents, occurring within Authority jurisdiction

Engineering and Maintenance Division, Western Region

The division is responsible for the continuous availability and reliable operation of all structures and Seaway facilities of the western region of the St. Lawrence Seaway Authority (SLSA) to ensure safe and expedient movement of vessel traffic in accordance with Authority policy, programs and service objectives. This is achieved by establishing both basic short- and long-term objectives for the division encompassing the essential maintenance, rehabilitation and improvement projects to be carried out.

Manuals

- Contracts Manual — Ministry of Transportation and Communications (Ontario)
- Engineering and Design Standards
- Canadian Standards Association — Standards
- Canada Building Code
- Canada Labour Code
- Canada Electrical Code
- SLSA Regional Marine Contingency Plan
- Canadian Coast Guard Marine Contingency Plan, Central Region
- Standby Manual
- Electrical Preventive Maintenance Manual
- Mechanical Preventive Maintenance Manual
- Rigging Handbook
- The Welland Ship Canal — collection of articles on the construction of the fourth Welland Canal
- Operations Manual
- User's Manual — Maintenance Management Information System

Welland Canal Twinning Project Contractors' Association Office

This now-defunct association was formed to ensure a stable labour environment in the trades working on the Welland Canal By-pass Project between 1964 and 1974. Although the office was abolished in 1974 the records created are still available.

Manuals

- Contractors' Association General, Labour Relations — collective agreements in force at that time

THE ST. LAWRENCE SEAWAY AUTHORITY

THE SEAWAY INTERNATIONAL BRIDGE CORPORATION, LTD.

Background

The Seaway International Bridge Corporation, Ltd., successor to the Cornwall International Bridge Company, Ltd., was incorporated by letters patent under the *Canada Companies Act* on November 13, 1962, and received its certificate of continuance under the new *Canada Business Corporations Act* on February 20, 1980. This Crown corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. The company operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation. Its head office is located in Cornwall, Ontario.

Access Procedures

All formal access requests to the Seaway International Bridge Corporation, under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
The Seaway International Bridge Corporation, Ltd.
c/o The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone: (613) 598-4605

THE JACQUES CARTIER AND CHAMPLAIN BRIDGES INCORPORATED

Background

The Jacques Cartier and Champlain Bridges Incorporated received its certificate of incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montréal area was transferred to this Corporation from National Harbours Board (Ports Canada) by Order-in-Council P.C. 1978-3139, dated October 12, 1978, as amended, effective December 1, 1978. The Corporation's head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Québec.

The Jacques Cartier Bridge, which opened to traffic as a toll bridge in 1930, was constructed pursuant to a tripartite agreement between the Montréal Harbour Commissioners, the Québec government and the City of Montréal. The debt outstanding in 1936 was transferred to the National Harbours Board. This bridge has been toll-free since 1962.

The Champlain Bridge was constructed during the years 1958-1962 with the objective of achieving financial viability through the payment of tolls. It was financed by loans and advances from Canada to the National Harbours Board.

Overall Responsibilities

The corporation was established to provide the public with safe and efficient transit over the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in Montréal, Québec; and to provide this service while making every effort possible to make the bridges completely self-financing.

Specific objectives of the corporation are:

— to continue the implementation of a program to maintain the bridges and the autoroute at an acceptable standard;

— to ensure operational safety and the efficient flow of traffic;

— to assess the need for improvements to the system and plan for their implementation;

— to develop a long-term financial plan and recommend to cabinet a toll structure which will enable the Jacques Cartier and Champlain Bridges Incorporated to achieve financial self-sufficiency;

— to rationalize the capital structure of the corporation by seeking the deletion of its $111 million debt to the Crown; and

— to examine its personnel requirements on a continuing basis to ensure the optimum utilization of human resources.

Access Procedures

All formal access requests to the Jacques Cartier and Champlain Bridges Incorporated under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
The Jacques Cartier and Champlain Bridges Incorporated
c/o The St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone (613) 598-4605

Manuals

- Contract Administration for Project Managers Manual
- Canadian Standards Association — Standards
- Canada Electrical Code
- Canada Labour Code
- Canada Building Code
- Purchase Manual
- DSS Customer Manual
- Québec Highway Safety Code
- General Instructions on Highway Signalization, Québec
- Québec Worker's Compensation Act
- Canadian Uniform Traffic Control Devices Manual
- Preventive Maintenance Manual — Electricity

Classes of Records

SLS/CPB-005 *Formerly Identified as:* SLSA-10
Security
Description: Information on the physical security of Authority buildings, installations or facilities; also correspondence related to special policy, passes (visitors and servicing); liaison with Emergency Planning Canada to provide assistance in emergency conditions and civil defence planning actions. *Topics:* Passes; Seaway structures and premises; Emergency Planning Canada.

SLS/OMB-010 *Formerly Identified as:* SLSA-20
Navigation
Description: Information on all aspects of navigation within the Seaway, including navigation rules and regulations, studies on shipping season extension, acceptable ship equipment for Seaway transit, traffic control, enforcement of ship speed restrictions, study of ice and its formation within the Seaway, performance analysis of the structures forming the Seaway and ship files. *Topics:* Navigation rules and regulations; navigation channel; aids to navigation; shipping

associations; vessel dimensions; traffic control signal lights and warning signs; traffic control; equipment for vessels; vessel speed, operation procedures; water pollution; channel maintenance; navigation season; pilotage; Canadian and United States navigation season extension studies; meteorological data; ice studies; marine shunter program; navigation research and development; operational data analysis; Welland Traffic Control Improvement Program; individual ship files containing information on the physical characteristics of the ship, dimensions, plans and drawings; inspection, incident, occurrence and accident reports. *Retrievability:* Ship Files – one group arranged by pre-clearance number, another by ship name; new hulls by shipyard name.

SLS/OMB-015 *Formerly Identified as:* SLSA-30
Hydraulics
Description: Information on the gauging of water levels at points along the Seaway; measurement of water flow; water and air temperatures. *Topics:* General hydraulics; water levels (gauging); discharges; diversions; metering; regulation of levels and discharges; backwater data; water and air temperatures; studies and testing.

SLS/FAB-020 *Formerly Identified as:* SLSA-40
Traffic
Description: Information on the establishment or revision of tolls; assessment and collection of tolls; fees for side and top wharfage and heavy lifts; classification or reclassification of cargoes for tolls; pre-clearance arrangements; analysis of traffic and cargoes; compilation of reports and statistics on tolls; studies of potential traffic within the Great Lakes system. *Topics:* Tolls; vessel movements; commodity, cargo and shipping statistics; toll revision; shipping company files; economic studies; charges and tariffs.

SLS/FAB-025 *Formerly Identified as:* SLSA-50
Transit Declaration Forms (Cargo and Passenger)
Description: This form is used in assessing toll charges and bears such details as date of entry, vessel name, port of origin, port of destination, Seaway number, containers, grains carried, number of passengers, type of cargo (bulk or general), locks transited, tolls assessed. Where cargo is carried to or from an overseas port, a copy of the cargo manifest accompanies the transit declaration form. *Retrievability:* Records arranged by vessel number. *Storage Medium:* EDP format for toll assessment, traffic statistics.

SLS/FAR-030 *Formerly Identified as:* SLSA-60
Traffic Accounts Receivable Invoices
Description: Receipted invoices showing the amounts owed and paid to the Authority. *Retrievability:* One copy arranged alphabetically by shipping representative name, and one copy arranged by invoice number.

SLS/FAR-035 *Formerly Identified as:* SLSA-70
Traffic Pre-clearance Forms
Description: These forms are applications for vessel pre-clearance, completed by vessel representatives, giving particulars of the ownership, liability insurance and physical characteristics of the vessel, and guaranteeing payment of the tolls and charges that may be incurred by the vessel. As part of the pre-clearance process, cash, bank letters of guarantee, Government of Canada Bonds or United States Treasury Bonds may be submitted as security. *Retrievability:* Pre-clearance forms are filed by ship number; bank letters of guarantee are filed alphabetically by agent name. *Note:* Pre-clearance forms and bank letters of guarantee are held by the Accounts Receivable Section; bonds are held by the Securities Division of Supply and Services Canada in Ottawa.

SLS/ODE-040 *Formerly Identified as:* SLSA-80
Telecommunications (Eastern Region)

SLS/ODW-040 *Formerly Identified as:* SLSA-80
Telecommunications (Western Region)
Description: Information on the operation, maintenance and study of communications equipment in use within the Seaway. *Topics:* Radiotelephone; teletype and telex; telephone services; public address; alarm systems; television; radar; outages and trouble reports; tape recordings; facsimile; conferences; government telecommunications agency; Department of Transport reports and bulletins.

SLS/ODE-045 *Formerly Identified as:* SLSA-90
Operations Source Documents (Eastern Region)

SLS/ODW-045 *Formerly Identified as:* SLSA-90
Operations Source Documents (Western Region)
Description: Information on vessel movements and structure operation details. *Topics:* Lock log; bridge record; dock tabs; daily call-in sheets. *Retrievability:* Files arranged by form title, then by region and structure (call-in sheets arranged by form title, then region and traffic sector).

SLS/ODE-050 *Formerly Identified as:* SLSA-100
Traffic Control Centre Tape Recordings (Eastern Region)

SLS/ODW-050 *Formerly Identified as:* SLSA-100
Traffic Control Centre Tape Recordings (Western Region)
Description: Tape recordings of radio telephone or landline telephone transmissions for the eastern and western region traffic control centres. *Retrievability:* Tapes arranged chronologically. *Storage Medium:* Magnetic tape. *Note:* Tapes are erased and reused after a 30-day period unless a situation requires retention of a specific tape or tapes for longer.

SLS/EME-055 *Formerly Identified as:* SLSA-110
Electric Plants (Eastern Region)

SLS/EMW-055 *Formerly Identified as:* SLSA-110
Electric Plants (Western Region)
Description: Information on electric plants and equipment, and the distribution of electrical energy. *Topics:* Motors and generators; sub-stations; control boards; transmission lines; cables and wires; powerhouses; lighting; power supply; heaters; component parts.

SLS/ESB-060 *Formerly Identified as:* SLSA-120
Remedial Works and Public Services
Description: Information on alteration, removal or relocation of services or utilities resulting from major construction projects undertaken by the Authority. *Topics:* Highways and roads; railways; communication lines; power lines; modification and relocation of transmission lines; sewage and drainage; water supply and intake; pumping stations; gas mains; cemeteries.

SLS/OMB-065 *Formerly Identified as:* SLSA-130
Bridges

SLS/ESB-065 *Formerly Identified as:* SLSA-130
Bridges
Description: Information on the design, construction, alteration, improvement, repair, maintenance, demolition and removal of bridges and tunnels; also the maintenance and repair of equipment associated with these structures. *Topics:* St. Lambert Lower Bridge; Côte St. Catherine Bridge; Honoré Mercier Bridge; Caughnawaga Lower and Upper Bridges; Upper Beauharnois Bridge; St. Louis Bridge; Valleyfield Bridge; Iroquois Bridge; bridges not owned by the Seaway Authority; tunnels; St. Lambert Upper Bridge; Welland Canal bridges. Each file on an Authority-owned bridge is divided into the following standard subjects: construction alterations; maintenance

and repairs; bridge ropes; standby power equipment; electrical equipment; operating machinery and mechanical equipment; live roads; rail breaks; highway traffic control and equipment; decking (new and repairs); inspection; painting; abandonment; removal and disposal.

SLS/OMB-070 *Formerly Identified as:* SLSA-140
Locks

SLS/ESB-070 *Formerly Identified as:* SLSA-140
Locks
Description: Information on the design, construction, alteration, improvement, repair and maintenance of locks, lock regulating works, and approach and tie-up walls; also maintenance and repair of equipment associated with these structures, and studies and tests on filling and emptying of locks or the effect of flows from regulating on shipping or lock components. *Topics:* Saint Lawrence Seaway Development Corporation locks; St. Lambert Lock; Côte St. Catherine Lock; Lower Beauharnois Lock; Upper Beauharnois Lock; Iroquois Lock; Welland Canal locks. Each file on an Authority-owned lock is divided into the following standard subjects: construction and alterations; maintenance and repairs; gates; gate machinery; gate ropes; gate painting; gate anchorages; unwatering gates; ship arrestors; machinery; capstans and linehaulers; sills (metre and sector); valves and valve machinery regulating works and equipment; lock ladders; stop logs and stop log handling equipment; approach and tie-up walls; electrical equipment; controls and control systems; lock and wall fendering; filling culverts and ports; de-icing and ice prevention.

SLS/ESB-075 *Formerly Identified as:* SLSA-150
Planning and Development by Other Agencies
Description: Information on engineering advice, assistance or contract administration services provided by the Authority to federal and provincial government departments. *Topics:* Zoning; ports and anchorages; recreation areas; historic sites.

SLS/OMB-080 *Formerly Identified as:* SLSA-160
Canals

SLS/ESB-080 *Formerly Identified as:* SLSA-160
Canals
Description: Information on dredging, maintenance and repair of canals and associated structures and facilities; also the study of proposals for new canals or channels. *Topics:* Welland Canal; Cornwall Canal; Beauharnois Canal; South Shore Canal; canals not Authority-owned; Iroquois Canal; Galop Canal. Each file on an Authority-owned canal is divided into the following subjects: construction and alterations; maintenance and repairs; breakwaters and protection works; culverts; syphons and drains; regulating works and equipment (dams and weirs); emergency dams and guard gates; gate yards; banks and dikes; repair basin and dry dock; bollards; dolphins and mooring posts; pile clusters and fender booms; retaining walls and piers; obstructions (stones, logs, etc.); fencing; winter work program; unwatering; causeway; painting of canal structures; windbreaks; dredging; pondage areas; wharf and dock facilities; shipping capacity and traffic studies; dimensions and draught; excavation; abandonment and closing.

SLS/ESB-085 *Formerly Identified as:* SLSA-170
Hydraulic Models
Description: Information on models which are built to study the effect of projects and to determine ideal design for construction purposes. *Topics:* Hydraulic river models; lock models.

SLS/ESB-090 *Formerly Identified as:* SLSA-180
Construction Features
Description: Information on certain construction projects which were required at the time of the construction of the Seaway. *Topics:* Dams, dikes, banks, retaining walls, weirs.

SLS/ESB-095 *Formerly Identified as:* SLSA-190
Power Development
Description: Information on the development and construction of facilities to generate electrical energy, and related correspondence. *Topics:* International rapids section; channel improvements; Iroquois Dam; Long Sault Dam; Barnhart Powerhouse; rehabilitation; Lachine; Hydro Québec's Projet Archipel; Beauharnois; Carillon; Ontario Hydro Eastern Ontario study.

SLS/EMW-100 *Formerly Identified as:* SLSA-200
Soil Mechanics and Foundation Engineering
Description: Information on all aspects of the engineering analysis, testing and study of soil and its properties. *Topics:* Technical information; equipment enquiries, maintenance and specifications; site exploration, sampling and field measurements; foundation and embankment instrumentation and field measurements, engineering properties of soils and laboratory testing; construction control, excavations and embankments, water and climatic information, foundation and earth pressure problems, engineering geology, soil-cement and soil stabilization.

SLS/EMW-105 *Formerly Identified as:* SLSA-210
Concrete Control
Description: Information on all aspects of the engineering analysis, testing and study of concrete and its properties. *Topics:* Concrete sampling and testing; material sampling and testing, equipment; concrete specifications; inspection.

SLS/ESB-110 *Formerly Identified as:* SLSA-220
Plan Records
Description: Information on construction and as-built details of buildings, lock and canal installations, and facilities. *Storage Medium:* Microfilm.

SLS/EMW-115 *Formerly Identified as:* SLSA-230
Welland Canal Twinning Project Contractors' Association
Description: Information on the review and negotiation of labour agreements and the application of labour standards. *Topics:* Industrial relations; labour relations; collective agreement; Welland Canal Construction Council; meetings; public relations; legislation; central employment bureau; associations; labour conditions; construction associations; contractors; contracts.

SLS/SIB-120 *Formerly Identified as:* SLSA-240
The Seaway International Bridge Corporation, Ltd.
Description: Information on the Seaway International Bridge Corporation, Ltd., the Roosevelt Bridge, the South Channel Bridge and the North Channel Bridge and tolls. *Topics:* Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges — construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders, directors and management committee meetings.

SLS/JCB-125 *Formerly Identified as:* JCCBI-10
Jacques Cartier Bridge
Description: Information about the administration of the Jacques Cartier Bridge. *Topics:* Jacques Cartier Bridge, general; bridge construction; bridge construction contracts; buildings and properties; buildings construction; buildings construction contracts; buildings

maintenance and repairs; buildings maintenance and repair contracts; land concessions; land disposal; deeds (acquisition); deeds (case files); easements (case files); leases, licences (case files); letters patent (case files); transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply; road approaches; roads, north approaches; roads, south shore approaches; service contracts; ambulance; cleaning, snow removal, grass cutting; towing; salt; janitorial; St-Helen's Island; the St. Lawrence Seaway Authority; telephone cables; toll collection; toll collection equipment; tolls; traffic control; traffic statistics; widening of the roadway.

SLS/JCB-130 *Formerly Identified as:* JCCPI-20

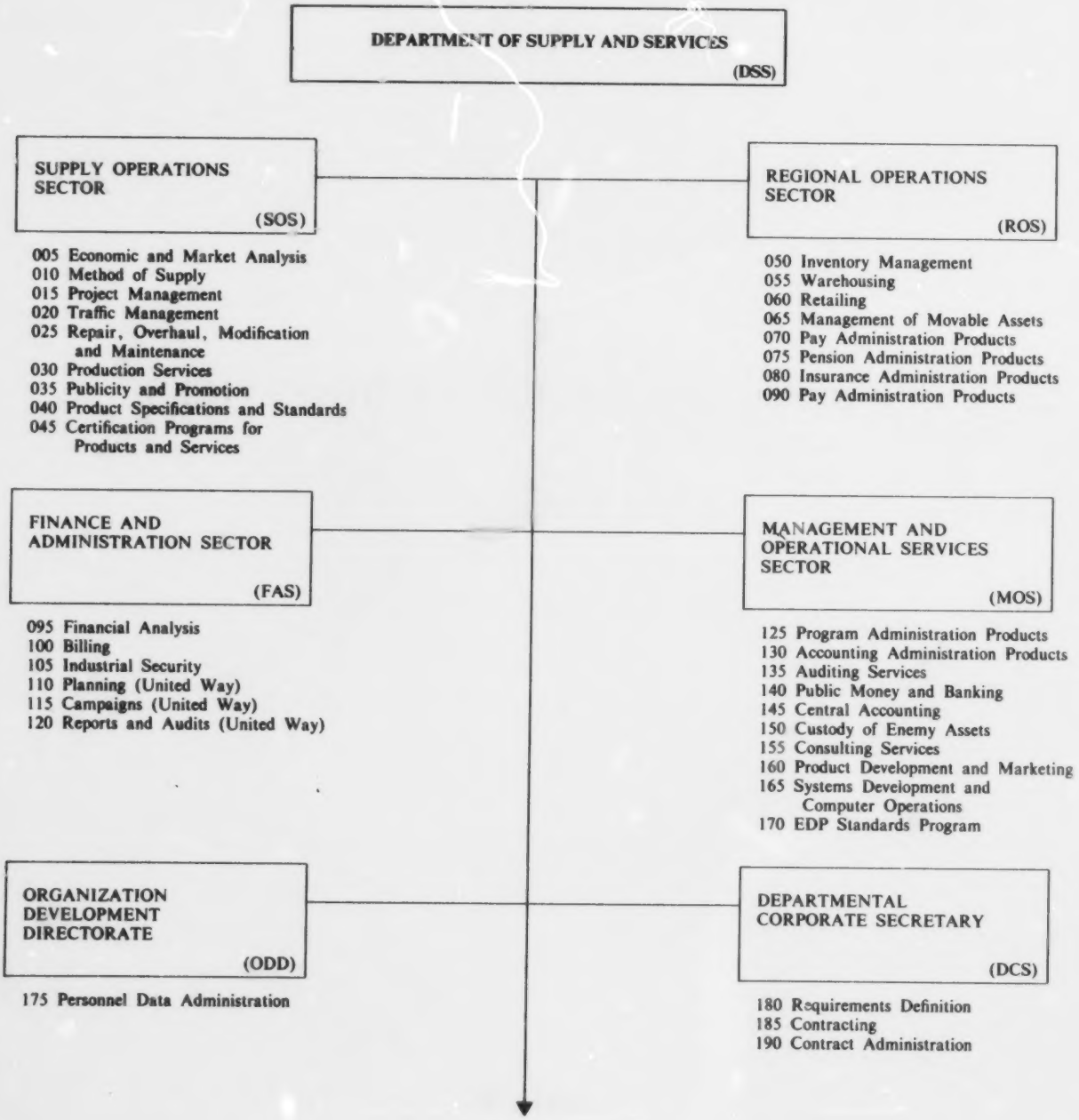
Champlain Bridge

Description: Information about the administration of the Champlain Bridge (includes a portion of the Bonaventure Autoroute). *Topics:* Champlain Bridge, general; bridge construction; bridge construction contracts; buildings and properties; buildings construction; buildings construction contracts; buildings maintenance and repairs; buildings maintenance and repair contracts; fill; inspection and testing of materials; land concessions; land disposal; deeds (acquisition); deeds (case files); easements (case files); leases, licences (case files); letters patent (case files); transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply, roads; north approaches, northwest approaches, Bonaventure Autoroute; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; uniforms; janitorial; toll collection; toll collection equipment; tolls (tariff); traffic control; traffic counts, statistics, revenue; traffic signs and supports; water supply; Bonaventure Autoroute; Bonaventure Autoroute, construction of; dealings; fences; reversible lane; road signs; Champlain Bridge sections: section 1A; section 2; sections 2 and 3; sections 2, 4 and 8; section 3; sections 3, 4, 5 and 6; section 4; section 5; sections 5 to 7; section 6; sections 6, 7 and 8; section 7B; section 8.

DEPARTMENT OF SUPPLY AND SERVICES

Chapter 95

DEPARTMENT OF SUPPLY AND SERVICES



DEPARTMENT OF SUPPLY AND SERVICES

CANADIAN UNITY INFORMATION OFFICE * (CUI)

195 Research and Analysis
200 Information on Canadian Unity
205 Advertising Programs

SERVICE TO THE PUBLIC * (STP)

210 Service Bureaus
215 Access by Telephone

* These offices no longer exist, but the records formerly held by them may be accessed for the period covered by this Register.

ACCESS CO-ORDINATOR
SUPPLY AND SERVICES
CANADA
PLACE DU PORTAGE
PHASE III, 5B1
HULL, QUÉBEC
K1A 1H2

DEPARTMENT OF SUPPLY AND SERVICES

Background

Created on April 1, 1969, by the *Government Organization Act*, the Department of Supply and Services (DSS) was formed by amalgamating a variety of functions previously dispersed through a number of departments, offices, and bureaus.

The Department is divided into two administrations: Supply, and Services, under the direction of a deputy minister.

Laws and Regulations

The Minister is responsible for administering the following Acts:

- Defence Production Act, RSC 1970, c. D-2, as amended
- Department of Supply and Services Act, RSC 1970, c. S-18
- Royal Canadian Mint Act, RSC 1970 c. R-8
- Surplus Crown Assets Act, RSC 1970, c. S-20
- Trading With the Enemy (Transitional Powers) Act, RSC 1947, c. 24, as amended
- Public Service Superannuation Act, RSC 1970, c. P-36 as amended

Organization

The Department is headed by a deputy minister, who is supported by four assistant deputy ministers (Supply Operations, Regional Operations, Finance and Administration, and Management and Operational Services); a director general, Program Development and Evaluation; a director general, Organization Development; a director general, Allocations Management; a corporate secretary and general counsel.

Key Contacts

General Enquiries
Telephone: (613) 997-6363

Library
Telephone: (613) 997-7850

Parliamentary Affairs Office
Telephone: (613) 997-5421

Access to Information Reading Room
Telephone: (613) 994-5077

Publications Enquiries
Telephone: (613) 997-2560

Access Procedures

Informal access is encouraged in cases where it presently exists. All formal requests under the *Access to Information Act* should be addressed to

Access Co-ordinator
Supply and Services Canada
Place du Portage, Phase III, 5B1
Hull, Québec
K1A 1H2
Telephone: (819) 994-5077

Supply Operations Sector

The Supply Operations sector is responsible for providing common services to other government departments and agencies. These services include requirements definition; acquisitions of goods and services; printing, publishing, film and video services, exhibitions and displays; traffic management services; and advertising management.

Within the acquisitions service, it is the sector's responsibility to procure complex technical engineering and science products and services, as well as those that are of a commercial nature. The sector is also responsible for contracting out research and development requirements and for co-ordinating the unsolicited proposals and public awareness programs.

The sector is divided into six directorates, each with specific responsibilities. The directorates are structured to more closely parallel the operational and engineering organization of the Department's customers, with the objective of improving overall service and response time.

The six directorates which make up the Supply Operations sector are: Aerospace and Armament; Communications Services; Industrial and Commercial Products; Marine, Electronics and Industrial Systems; Office Automation, Services and Information Systems; and Science and Professional Services. Their primary role is to provide acquisitions services and focus on total life-cycle management for a specified group of commodities. The organizational structure and representative listing of the type of commodities managed by each is provided below.

Aerospace and Armament

This directorate is responsible for satisfying customer needs in the area of aerospace and armament equipment and services, as well as providing product support within the commodity group. It also oversees the operation of a number of major crown projects. For example: CF-18 Fighter Aircraft; Light Armoured Vehicle (LAV); Drone Systems; Small Arms Replacement; CL-215 Water Bomber Aircraft.

Industrial and Commercial Products

This directorate oversees the operations of three procurement branches, each responsible for the supply management of a grouping of similar products and services. The Consumer Products and Traffic Management Branch is responsible for traffic services; personnel travel and removal services; food; drugs; and clothing and textile products. The Scientific, Electrical, Mechanical and Construction Products Branch is responsible for scientific instruments and laboratory supplies; photographic equipment, construction materials and supplies; construction equipment and tools; and commercially oriented electrical and mechanical products. The Transportation and Energy Products Branch is responsible for land transportation goods (standard and special vehicles); fuels; oils; coal; petroleum lubricants and industrial lubricants. This directorate also oversees the following Major Crown Projects: the Medium Logistics Vehicle Wheeled (MLVW) Project; the ILTIS Project; the Heavy Logistics Vehicles Wheeled (HLVW) Project; and the Northern Terrain Vehicle (NTV) Project.

Marine, Electronics and Industrial Systems

This directorate serves customers' needs for the following type of requirements: marine inspection and design services; acquisition; repair, overhaul and refit of ships; marine equipment; electronic weapons; radar; traffic control; communications, navigation, satellite, security, surveillance, processing, structural, environmental, railroad, nuclear and propulsion systems.

In addition, it is responsible for the Canadian Patrol Frigate (CPF), Ship Replacement Program II (SRPII), Icebreaker, Radar Modernization Project (RAMP), Tribal Class Update Modernization Project (TRUMP), Canadian Airspace Systems Plan (CASP), Infra-red Search and Target Designation System, Canadian Towed Array Sonar Systems (CANTASS) and the Recovery, Assist, Secure and Traverse Systems (RAST) projects.

Office Automation Services and Information Systems (OASIS)

This directorate oversees the operations of three branches: Procurement Operations; Product, Technology and Account Management; and Operations Support.

The Procurement Operations Branch is responsible for goods and services related to automated business, office information processing systems, office equipment, supplies and furniture.

The Product, Technology and Account Management Branch is responsible for the product management of all goods and services within the OASIS mandate; for the merging and emerging technology associated with office automation and for the provision of account management services covering the total OASIS spectrum, while providing a one-stop shopping service to the client departments.

The Operations Support Branch is responsible for the provision of all support services including operations planning, performance measurement and evaluation, special projects, information systems, document control and contract distribution, and sourcing and vendor relations; for the provision of financial services in support of procurement, including cost analysis and vendor financial viability studies; for the provision of administrative services, including personnel, mail and general administration; and for the provision of contract quality control services.

Science and Professional Services

This directorate has three branches: Science, Professional Services, and the Canadian General Standards Board.

The Science Branch provides a focal point in the areas of natural and human sciences, as well as a centre for the receipt and processing of unsolicited proposals from the private sector. It is responsible for the following services: mission-oriented research and development; feasibility studies in natural science; ongoing and new sciences and technologies; scientific data collection; scientific testing and standardization; human and social sciences; urban; regional and transportation studies.

The Professional Services Branch contracts for many diverse services — consulting services, office temporary help, aerial surveying, air charter, aerial spraying, forest fire-fighting, security services and writing, editing, audio visual and language training services.

The Canadian General Standards Board, by means of a voluntary consensus process, provides standardization and certification programs covering products, services and systems, to all levels of government and the private sector.

Communications Services Directorate

The Communications Services Directorate serves the communication and information community in federal departments and agencies through the provision of printing, publishing, advertising, expositions, and film and video services.

Canadian Government Printing Services provides copying, duplicating and printing services to Parliament and government departments for those requirements which cannot be satisfied more effectively by commercial printers because of cost, urgency, security, sensitivity or close liaison considerations.

The Printing Supply Branch is responsible for the procurement, in the most effective manner possible, of printing, typesetting and printing-related services on behalf of government departments and agencies. Canadian suppliers are invited to bid on government requirements through daily postings on bulletin boards located in the National Capital Region as well as in many regional offices of the Department across Canada. They may also be invited to tender through direct mailing. To serve the specialized needs of government departments, the Printing Supply Branch maintains a current list of approximately 1,000 qualified suppliers.

The Canadian Government Publishing Centre co-ordinates the publishing activities of departments and agencies of the Government of Canada, with the objective of effectively and efficiently maximizing public awareness of government policies, programs and services. The centre's activities include a telephone referral service which enables Canadians nationwide to call the federal government and obtain information on government services, free of charge.

The Advertising Management Services Branch co-ordinates the contracting activity for advertising services on behalf of government. The branch contracts for advertising agency services and for the purchase of media space and time through the Agency of Record; performs central auditing; account payment and billing services; and maintains an advertising management information system.

The Canadian Government Expositions Centre provides departments and agencies with a wide range of signage and exhibits, and associated audio-visual services required for exhibition and display purposes. These services are made in-house, as well as purchased from the private sector, both at home and abroad.

The Canadian Government Film and Video Centre provides federal government departments with consulting, production and administrative services in the audio-visual arts. It also provides state-of-the-art photo developing, printing and related services, and performs practical field research to assist government departments with special photographic needs.

Regional Operations Sector

The Regional Operations sector is responsible for the provision of all services offered by the Supply and Services administration at the local level both in Canada and abroad.

In addition, through its Export Supply Branch, the sector is responsible for providing, on behalf of the Canadian Commercial Corporation, contracting and contract management services for the provision of Canadian goods and services to foreign governments and international agencies.

To deliver its services, the Regional Operations sector is currently divided into five directorates: International Operations; Atlantic Region; Québec Region; Central Region; and Western Region.

Regional Directorates

The four regional directorates are the largest component of the sector, employing approximately 4,000 people and operating from over 100 locations across Canada. These directorates are responsible for the provision of services from both a supply and services perspective at the local level and have regional headquarters located in Calgary, Alberta; Hull, Québec; Montréal, Québec; and Halifax, Nova Scotia.

The Regional Supply Centres are located in Richmond, British Columbia; Edmonton, Alberta; Winnipeg, Manitoba; Etobicoke, Ontario; Ottawa, Ontario; Montréal, Québec; and Dartmouth, Nova Scotia; and are generally comprised of a regional office, district and sub-purchasing offices, printing plants, copy centres and self-service stores.

In addition to providing acquisition and printing services which are also available from headquarters directorates of the Operations sector, this directorate also provides other unique services including stocked item supply; self-service stores; warehousing; maintenance and repair; assets management and disposal.

The Regional Services Branches are located in Edmonton, Alberta; Ottawa, Ontario; Québec City, Québec; and Halifax, Nova Scotia; and are generally comprised of a regional office and district services

offices. In addition, specialized divisions exist in Shediac, New Brunswick for superannuation and in Ottawa for National Capital Region pay operations.

International Operations Branch

The International Operations Branch carries out, on behalf of the Canadian Commercial Corporation, contracting and contract management services for the provision of Canadian goods and services to foreign governments and international agencies. The branch also provides functional direction to headquarters directorates on all export supply matters and seeks export opportunities for the Canadian private sector.

The European Region with its headquarters in London, England, is responsible for serving the needs of customer departments located in Canada, as well as federal agencies overseas. Its major client is the Canadian Forces European Command, for which it carries out commercial and engineering acquisitions. In common with their counterparts throughout the Department, procurement officers in the European Region are alert to purchases that could be made from Canadian sources, and when this is possible, they refer such requirements to the appropriate Canadian region or branch. Efforts are also made to support European industry in the licensing, co-production or transfer of technology and production capability to Canada.

The London office is responsible for procurements from the Scandinavian countries and all of Europe except Germany, France and Belgium. A district purchasing office in Koblenz, West Germany, buys from these latter three countries. In addition to the specialized items available only in Europe that are required by government clients in Canada and overseas, the office in Koblenz buys the everyday goods and services needed by the Canadian NATO bases at Lahr and Baden-Soellingen, West Germany.

The United States Region with its office in Washington, D.C., is responsible for maintaining government-to-government contact with the United States for the purchase of specialized Canadian requirements in aerospace technology and armaments. In addition, this region's role has recently been enhanced to include source development, providing more efficient access to DSS sourcing information on Canadian capabilities, and assistance to the Export Supply Branch in its export endeavours.

Crown Assets Disposal Corporation

The Corporation provides a specialized service to government departments, agencies and crown corporations in the disposal of their surplus material located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

Manuals

Various manuals, catalogues and plans are either produced or used by the above sectors as working documents and tools. In addition, other publications, are generated to assist clients to do business with DSS and understand its organization and systems. A sample listing of such publications follows:

- Supply Policy Manual
- Delegation of Authorities Manual
- Customer Manual
- Regional Operations Manual
- Specification and User Manual for Computer Assisted Publishing System (CAPS)
- Advertising Management System — ADMASS User Guide
- Main Plant Operating Instructions
- Outside Plant Operating Instructions
- Maintenance and Repair Manual
- Services Operations Procedures Manual
- Field Operational Instructions
- Price Trend Survey
- Stocked Item Supply Catalogue
- Corporate Plan
- Sector Plan
- Guidelines for the Preparation of Unsolicited Proposals for Scientific and Technology Work
- Policy and Procedures for the Preparation of Standards
- National Certification Program
- Manufacturer's Inspection System Requirements
- Contractor's Certification Programs, Policy and Procedures.

Finance and Administration Sector

This sector provides direction and control for the Department in the following functional areas: finance, administration, security and contractual dispute resolution. In the area of finance, responsibilities include contract cost and financial review, resource analysis, financial policy, accounting services and statistical information, and data management. In administration, responsibilities include policy development, forms and graphics management, materiel management, facilities management, library services, telecommunications, records management, and mail and messenger services. The Security Branch has responsibility for departmental and industrial security with specialist groups supporting physical security and fire safety, personnel security clearance, and data processing and communications security functions. The chairman of the Contracts Settlement Board is responsible for contractual dispute resolution and settlement, and providing qualitative analysis with respect to contracts for the Department's dispute avoidance program.

United Way Advisory Committee

The Committee provides assistance and guidance to the federal government United Way Campaign organizations on administrative and financial matters.

Manuals

- United Way Campaigns: A Guide for Managers

Security Branch

The branch meets the Canadian government's national and international industrial security commitments; provides a broad range of internal security services including physical and personnel security and classified information protection; conducts a personnel security clearance program for the Department and industry; and manages the departmental data processing and Communications Security Program.

Manuals

- Industrial Security Manual — produced exclusively as a guide to industry, containing instructions dealing with the control of classified information, for use by company officials and security officers.

Management and Operational Services Sector

Reporting to an assistant deputy minister, the Management and Operational Services sector was created through a consolidation of the functions of the former Management Services Sector, together with

the Data Processing and Compensation Service Branches and most of the Management Information Systems Directorate from the Supply Administration. The new sector consists of the Information Systems Directorate, the Compensation and Payment Services Directorate, the Government of Canada Banking and Accounting Directorate, the Audit Service Bureau, and the Bureau of Management Consulting.

The primary concern of this sector is to maintain service levels to clients, both within and external to the Department, in the most cost-effective and efficient manner possible. The sector is responsible for liaising with all Department clients in matters pertaining to compensation, personnel, and financial and payment services. In addition, the sector is responsible for the auditing and consulting services for all federal government departments, Crown corporations, agencies, boards, commissions and non-governmental organizations on a cost-recovery basis.

The sector also has the mandate to carry out the banking and accounting responsibilities of the Receiver General for Canada (i.e. the Consolidated Revenue Fund, the Central Accounting System, the Public Accounts and cheque redemption).

Compensation and Payments Services Directorate

This directorate is responsible for the planning, policy and systems development associated with the processing of various payments, such as public service pay and superannuation, social and economic assistance payments, and suppliers' payments. In addition, related file maintenance and accounting services are provided on behalf of client departments and agencies. The directorate is also responsible for payment policies and regulations, and new payment methods and technologies.

Manuals

Operational procedures manuals, prepared in co-operation with other departments and agencies, on pay, pension and socioeconomic programs, include:

- Pay Policy and Procedures Manual
- Superannuation Administration Manual
- Insurance Administration Manual
- Family Allowance Program Policy and Procedures Manual

Audit Service Bureau

The bureau provides on request, through regional offices across the country and head office in Ottawa, a full range of auditing services to client departments and agencies on a professional fee-for-service basis. There are offices in nine major Canadian centres (in addition to the one in Ottawa), and one in London, England.

Manuals

- Audit Manual
- Introduction to Operational Auditing
- A Structured Methodology for the Conduct of Comprehensive Auditing
- Electronic Data Processing Audit Methodology

Government of Canada Banking and Accounting Directorate

The directorate carries out the responsibilities of the Receiver General for the public money and banking program and the central accounting program. In carrying out these programs, the directorate performs the following Receiver General functions: receives, transfers and disburses all public money; holds all public money in Receiver General bank accounts; directs the Receiver General's program to earn interest on balances; controls the redemption of Receiver General cheques and warrants; establishes, maintains and develops the Central Accounts of Canada; produces the Public Accounts annually; publishes the monthly Statement of Financial Operations of the Government of Canada which shows the budgetary expenditures and revenues, and the non-budgetary transactions of the government (reproduced in the Canada Gazette); prepares special reports to the central agencies, and provides financial statements to departments and agencies. It also produces and distributes to client departments, upon request, management statements on a monthly basis. In addition, the directorate carries out the responsibilities of the Custodian of Enemy Property.

Manuals

- User's Guide to Recording Accounting Transactions
- Receiver General Directives and Information Bulletins
- Public Accounts Instruction Manual
- Departmental Reporting System User's Guide
- Departmental Reporting System Report Catalogue
- Departmental Reporting System General Information Brochure
- Cheque Redemption and Control Division General and Detailed Procedures Manual
- Cheque Redemption and Control Division Standards Manual
- Central Accounting Data Dictionary

Bureau of Management Consulting

The bureau provides, on request, a comprehensive professional management consulting service to departments and agencies of the Government of Canada as well as Crown corporations. The service is provided on a fee-for-service basis.

Information Systems Directorate

The Directorate provides specialized advice and technical services in the area of personnel data systems, to departments and agencies; operates, on a fee-for-service basis, major personnel systems for the Treasury Board of Canada; provides co-ordinated planning, data management and standards for service-wide personnel data systems; and promotes the development and utilization of effective data processing and information-handling standards and practices through the Government of Canada.

Manuals

- Personnel Administration and Reporting Systems Users Manual (PARS)
- Operator's Guide to the Utilization of the Personnel Application Centre On-line Query Language (INFOPAC)

Organization Development Directorate

The Organization Development Directorate supports management in the provision of sound personnel management programming; comprehensive personnel services and professional development; employee relations; official languages; corporate and customer/supplier relations, and affirmative action co-ordination. Created by the amalgamation of the Supply and Services Administrations, the Organization Development Directorate performs advisory and staff support activities in the following functional areas: the analysis and design of organizational entities within the Department; the provision of a full range of personnel services, from employee (staff) relations, classification and staffing, to the training and professional development of personnel; the management of public affairs programs; the delivery of corporate and customer/supplier relations programs; the administration of the official languages program; and the co-ordination of affirmative action programs.

DEPARTMENT OF SUPPLY AND SERVICES

Program Development and Evaluation Directorate

The Program Development and Evaluation Directorate is responsible for the co-ordination of all corporate and program planning activities; the development, review and implementation of corporate policies; the maintenance of an adequate defence industrial base, pursuant to the Department's responsibilities under the *Defence Production Act*, including the co-ordination of related emergency planning; the contract quality assurance function within DSS, and for assisting customer departments in the establishment of appropriate quality assurance régimes in connection with their delegated purchasing authority; and the evaluation of departmental programs.

Canadian Arsenals Limited

Canadian Arsenals Limited is a legally chartered Crown corporation under Part I of the 1934 *Companies Act*. It was incorporated by the Dominion of Canada under letters of patent dated September 20, 1945, on the recommendation of the then Minister of Reconstruction.

The company's main role is to maintain in Canada a centre of excellence for the filling and loading of high explosives and propellants, and a production capacity for medium- and large-calibre ammunition and additional military material for Canadian defence needs, and to form the base from which production capacity could be expanded in the event of war.

Royal Canadian Mint

The Ottawa Mint was originally established in 1908 by Royal Proclamation as a branch of the Royal Mint, London, under the provisions of the *United Kingdom Coinage Act*. In 1931, the Mint was established under statute as a branch of the Department of Finance. In 1969, the Mint was established as a Crown corporation under Part X of the *Government Organization Act*, 1969 (now the *Royal Canadian Mint Act*, RSC 1970, c. R-8).

Classes of Records

DSS/SOS-005 *Formerly Identified as:* SSC-10

Economic and Market Analysis

Description: Information on optimum financial and economic strategies associated with total product planning, to determine both short- and long-range customer requirements, and the identification of developing market opportunities in Canada and abroad. This includes information on current economic trends, as well as market forecasts, product intelligence and relevant information on industrial and procurement strategies. *Topics:* Item profile assessment; industry sector analysis; source identification; source development, Inter-program Lost Benefit; Personnel Information Bank; vendor sourcing records; and Science Procurement Information Network. *Storage Medium:* Word processor and computer. *Retrievability:* Files are arranged by contract, company, project and department.

DSS/SOS-010 *Formerly Identified as:* SSC-30

Method of Supply

Description: Information on a method of satisfying customer requirements in a manner which will result in the optimum product resource, operating and contingent cost. *Topics:* Make or buy (make is available within; buy is obtainable from private sector); facility evaluation, regional or central acquisition and distribution, lease or purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). *Storage Medium:* Word processor and computer.

DSS/SOS-015 *Formerly Identified as:* SSC-50

Project Management

Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction, and services. *Topics:* Standards, operations; assistance; specifications; sourcing (potential sources of suppliers); negotiation; assessments of tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. *Storage Medium:* Word processor and computer. *Retrievability:* Files arranged by contract, subject and project.

DSS/SOS-020 *Formerly Identified as:* SSC-110

Traffic Management

Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off-highway). *Topics:* Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis.

DSS/SOS-025 *Formerly Identified as:* SSC-140

Repair, Overhaul, Modification, and Maintenance

Description: Information on repair, overhaul, modification or maintenance in order to achieve the greatest utilization and least cost of the asset. *Topics:* Specifications and quality assurance; make or buy (make is available within, buy is obtainable from the private sector); repair, overhaul, modification and maintenance cycle management; and regional distribution of work. *Retrievability:* Files arranged by contract, loan agreement number, and company.

DSS/SOS-030 *Formerly Identified as:* SSC-170

Production Services

Description: Information on the main and outside plant facilities, and Technical and Engineering Support Services; on functional direction given to regional plants, in order to meet the printing needs of government generally, and certain distribution services. *Topics:* Main plant facilities; outside plant facilities; printing requirements; and operational and technical support services. *Storage Medium:* Microfiche and disc. *Retrievability:* Files arranged by subject, contract numbers, project and company names.

DSS/SOS-035 *Formerly Identified as:* SSC-180

Publicity and Promotion

Description: Information on advertising and promotional activities concerned with the merchandising of products. *Topics:* Subject lists; advertisements; bookfairs and trade shows; and enquiries (public and parliamentary).

DSS/SOS-040 *Formerly Identified as:* SSC-190

Product Specifications and Standards

Description: Information on technical requirements, specifications and standards for products in general recurrent use. *Topics:* Development of specifications and standards; specifications and standards committees; item standardization; specifications and standards distribution; and international standards organization.

DSS/SOS-045 *Formerly Identified as:* SSC-200

Certification Programs for Products and Services

Description: Information on the establishment, maintenance and distribution of certification listings. *Topics:* Development of certification lists; certification panels; item certification; and certification listing distribution. *Retrievability:* Files arranged by product and company.

DEPARTMENT OF SUPPLY AND SERVICES

DSS/ROS-050 *Formerly Identified as:* SSC-80
Inventory Management
Description: Information on the planning and maintenance of a range of stocked items in inventory to meet forecast requirements; determination of optimum inventory levels, order points, and order quantities; management of inventory balances and back orders, stock replenishment, and expediting activities. *Topics:* Physical location of stock; provisioning (of stock item supply), pricing and investment strategy; assessment of inventory; accountable advance material and regional inventory control.

DSS/ROS-055 *Formerly Identified as:* SSC-90
Warehousing
Description: Information on physical and administrative functions of the storage and distribution activity. *Topics:* Receipt; sorting; identification; inspection; preservation; storage; safekeeping; retrieval for issue; preparation for shipment of material; bulk issues; mail order supply; over-the-counter issues; and public warehousing.

DSS/ROS-060 *Formerly Identified as:* SSC-100
Retailing
Description: Information on the issue of product stocks from retail outlets. These outlets, which carry stocks of products frequently required in small quantities, are located close to the customers being serviced. *Topics:* Order processing; authorized agents; retailing products; and selling services.

DSS/ROS-065 *Formerly Identified as:* SSC-130
Management of Movable Assets
Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. *Topics:* Assets inventory of government departments; vehicle fleet management; lease, rental or loan (of movable assets); production assets (crown-owned tooling); replacement and retirement; and disposal. *Retrievability:* Files arranged by project, company, contract, and loan agreement number.

DSS/ROS-070 *Formerly Identified as:* SSC-210
Pay Administration Products
Description: Information on the administrative services required for the distribution of pay; such as pre-audit, calculation, development and maintenance of payroll records, and cheque issue. *Topics:* Public service pay; House of Commons pay; Royal Canadian Mounted Police pay; Canadian Forces Pay Allotments. *Retrievability:* Files arranged by subject, and department. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program department concerned.

DSS/ROS-075 *Formerly Identified as:* SSC-220
Pension Administration Products
Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements and other reports, for those pensions covered by the *Public Service Superannuation Act* and other retirement acts. *Topics:* Superannuation payments for Public Service, Royal Canadian Mounted Police, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Royal Canadian Mounted Police Superannuation, Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program/department concerned.

DSS/ROS-080 *Formerly Identified as:* SSC-230
Insurance Administration Products
Description: Information on the administration of employee benefit plans such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Public Service Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; and Insurance Administration. *Retrievability:* Files arranged by subject. *Storage Medium:* Microfilm and computer.

DSS/ROS-090 *Formerly Identified as:* SSC-260
Pay Administration Products
Description: Information on administrative services required for the disbursement of pay; such as input, the compilation, calculation and issuance of pay; development and operation of system edits, validation and payroll accounting controls; the production of payroll error and statistical reports and statements of data, required by related systems, of cheque stubs and related statements; and the development and promulgation of user instructions and procedures. *Topics:* Public Service pay, Royal Canadian Mounted Police pay, House of Commons pay. *Storage Medium:* Magnetic tapes, microfilm, data base, hard copy.

DSS/FAS-095 *Formerly Identified as:* SSC-40
Financial Analysis
Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis in terms of the product resource, operating and contingent cost or acquisition; formulation of pricing strategies, and the identification of various financing alternatives. *Topics:* Budgetary analysis and control; evaluation of vendor financial capability; product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and identification of financing alternatives. *Retrievability:* Files arranged by subject, project and company.

DSS/FAS-100 *Formerly Identified as:* SSC-120
Billing
Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. *Topics:* Revenue received; recoverable amounts; and invoice or contract. *Retrievability:* Files arranged by subject, department and contract number.

DSS/FAS-105 *Formerly Identified as:* SSC-160
Industrial Security
Description: Information on security programs to protect national and international classified information related to government contracts and projects available to industry by government departments. *Topics:* Agreements and exchanges (information between Canada and other countries); classified industrial contracts; industrial facility security clearances; industrial information protection; material and classified documents control; North Atlantic Treaty Organization security; industrial security training. *Retrievability:* Files arranged by subject. Soundex System for industry personnel security clearance files.

DSS/FAS-110 *Formerly Identified as:* SSC-390
Planning (United Way)
Description: Information on Treasury Board check-off, union support, pledge forms, payroll stuffers, and pay deductions. *Topics:* Liaison with host departments across Canada; training; support and suggestions; advisory committee meetings; and official receipts.

DSS/FAS-115 *Formerly Identified as:* SSC-400
Campaigns (United Way)
Description: Information on general support to the organizational units. *Topics:* National and regional campaigns; and mailing list — chairpersons across Canada.

DEPARTMENT OF SUPPLY AND SERVICES

DSS/FAS-120 *Formerly Identified as:* SSC-410
Reports and Audits (United Way)
Description: Yearly assessments and money collected during the year. *Topics:* Statistics; progress reports; post-campaign evaluation; and campaign results.

DSS/MOS-125 *Formerly Identified as:* SSC-240
Program Administration Products
Description: Information on the maintenance of records and the making of payments for certain national socioeconomic programs, and provision to client departments of related financial and statistical information. *Topics:* Family Allowances; Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; National Institutional Training Program; file maintenance on all of the above; agricultural subsidy; and government annuity payments. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program/department concerned.

DSS/MOS-130 *Formerly Identified as:* SSC-250
Accounting Administration Products
Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments, administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data; Accounts of Canada and reporting services (activities to maintain the central government accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). *Storage Medium:* Microfilm and computer.

DSS/MOS-135 *Formerly Identified as:* SSC-310
Auditing Services
Description: Information on examination and verification assignments covering management of resources, information, personnel and risk management; and evaluation of the efficiency, effectiveness and economy of operations. *Topics:* EDP Auditing; operational audit; statistical sampling; analytical auditing; audit of royalties; federal-provincial agreements; audit subsidy and contributions; comprehensive audit; internal audit; contract audit; termination audit; pre-negotiations reports; cost audit of industrial and other accounts; overhead audit studies; audit training and professional development; audit services to foreign governments; financial projections and budgets; discretionary audit; special assignments; and consultation and attendance. *Storage Medium:* Computer, audio and video tapes, disks, slides, and transparencies. *Retrievability:* Files arranged by subject, assignment number, and client program number. *Special Access Note:* Requests for access to individual audit reports should be directed to the departments concerned.

DSS/MOS-140 *Formerly Identified as:* SSC-320
Public Money and Banking
Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; receive, transfer, hold, earn interest on, and make and control disbursements of public money. *Topics:* Designation of banks; bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; cheques issued, redeemed, and outstanding; and enquiries and investigations. *Retrievability:* Files arranged by Cheque Redemption Control Division; files associated with cheque redemption and reconciliation are organized by cheque numbers; cheque enquiries and investigations are filed by type. *Storage Medium:* Machine-readable records for bank facilities at headquarters. Cheque records and related machine-readable records are at the Matane, Québec office. *Special Access Note:* Access requests for banking arrangements and about individual cheques or payments should be directed to the program/department concerned. Access requests for banking facilities and for the redemption and reconciliation of Receiver General payment instruments should also be directed to the program/department concerned.

DSS/MOS-145 *Formerly Identified as:* SSC-330
Central Accounting
Description: The Receiver General maintains records for the central accounts of Canada and produces reports from these records. *Topics:* Central accounts; subsidiary ledgers and accounting analysis of the financial transactions; financial statements of the Government of Canada; annual public accounts; monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies and other departments and agencies; and special analyses on such subjects as the assets and liabilities of the Government of Canada. *Retrievability:* Central data bank's files are arranged by central account, department, agency and certain accounting or financial classifications. *Storage Medium:* Central data bank is in machine-readable form at headquarters. *Special Access Note:* Access requests for records of individual departments or agencies should be directed to the department or agency concerned.

DSS/MOS-150 *Formerly Identified as:* SSC-340
Custody of Enemy Assets
Description: Records on the administration of property vested in the Custodian during World Wars I and II. *Topics:* Enquiries; and reports and correspondence related to vested property.

DSS/MOS-155 *Formerly Identified as:* SSC-350
Consulting Services
Description: Management consulting assignments conducted for client departments and agencies. A private sector Consultants Information Bank is also maintained. Access to this bank complies with provisions of the *Privacy Act*. *Special Access Note:* Requests for access on specific reports are to be directed to departments for whom managment consulting assignments were undertaken.

DSS/MOS-160 *Formerly Identified as:* SSC-360
Product Development and Marketing
Description: Information on the development and marketing of personnel data systems products. *Topics:* Departments and agencies of personnel system requirements.

DSS/MOS-165 *Formerly Identified as:* SSC-370
Systems Development and Computer Operations
Description: Information on the development and operation of personnel systems for departments and central agencies. *Topics:* Computer systems specifications; computer operations procedures; and program testing procedures.

DSS/MOS-170 *Formerly Identified as:* SSC-380
Electronic Data Processing (EDP) Standards Program
Description: Information on the federal government's EDP standards activities and the development of EDP standards and guidelines. *Topics:* Register of approved federal government EDP standards; and liaison with national and international standards setting organizations.

DSS/ODD-175 *Formerly Identified as:* SSC-361
Personnel Data Administration
Description: Information pertaining to service-wide personnel data systems planning, and the management of personnel data for the central agencies. *Topics:* Common personnel data pool; data administration standards; planning process.

DEPARTMENT OF SUPPLY AND SERVICES

DSS/DCS-180 *Formerly Identified as:* SSC-20

Requirements Definition

Description: Information on the need of appropriate levels of value engineering and procurement planning, supported by good cataloguing, clear specifications and appropriate quality assurance. *Topics:* Need determination; value engineering (cost reduction technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates. *Storage Medium:* Word processor and computer.

DSS/DCS-185 *Formerly Identified as:* SSC-60

Contracting

Description: Information on the procurement of a specific product or service, up to and including the awarding of the contract for purchase, service or lease. *Topics:* Description of requirement; sourcing (potential sources of suppliers); price and availability determination; bid solicitation; contract negotiations; and contract selection and award. *Storage Media:* Word processor, tapes, discs, microfiches and computer. *Retrievability:* Files arranged by contract, serial number, subject, company and requisition number.

DSS/DCS-190 *Formerly Identified as:* SSC-70

Contract Administration

Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfillment of the contract. *Topics:* Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. *Storage Media:* Computer, disc, word processor, tapes and microfiches. *Retrievability:* Files arranged by contract, company, department, and subject.

DSS/CUI-195 *Formerly Identified as:* CUIO-10

Research and Analysis

Description: Information on media and public opinion toward government programs, national and regional issues. *Topics:* Research – constitutional, federal-provincial, social and economic.

DSS/CUI-200 *Formerly Identified as:* CUIO-20

Information on Canadian Unity

Description: Information on program development and implementation. *Topics:* Publications; mobile exhibits; co-ordination of federal departmental presence at special events – major fairs, national athletic events; audio-visual material.

DSS/CUI-205 *Formerly Identified as:* CUIO-30

Advertising Programs

Description: Information on the planning and development of advertising programs. *Topics:* Programs and services; policy issues; co-operative (cross-departmental) projects.

DSS/STP-210 *Formerly Identified as:* SSC-420

Service Bureaus

Description: Information on how to obtain information on federal government programs and services from walk-in-facilities. *Topics:* Service bureaus (by province); satellite offices; and Members of Parliament.

DSS/STP-215 *Formerly Identified as:* SSC-430

Access by Telephone

Description: Information on how to obtain information on federal government programs and services by telephone. *Topics:* Telephone referral services; blue pages; toll-free services; and access to Members of Parliament.

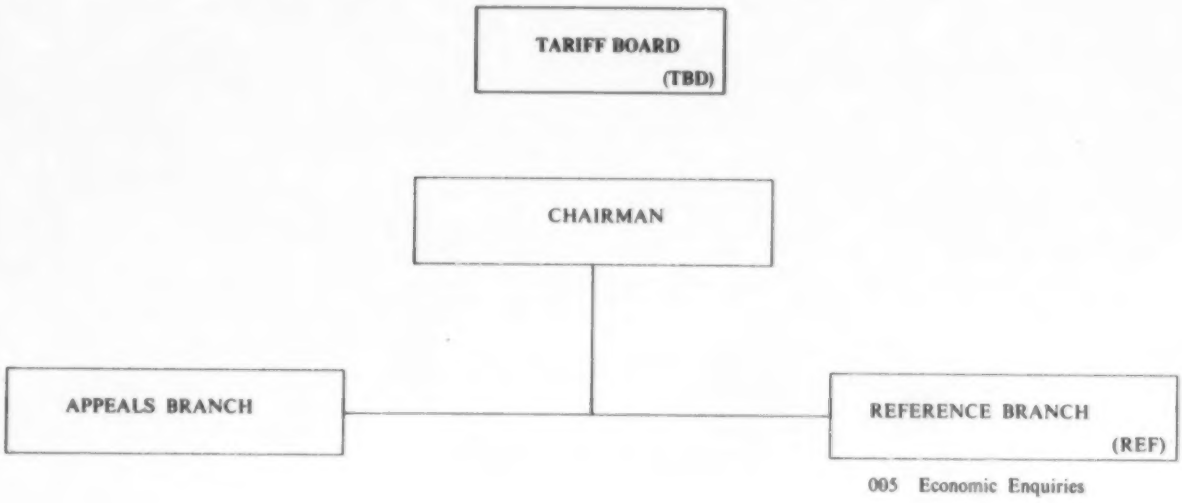
Deleted Classes of Records

SSC-270 Pension Administration Products
SSC-280 Insurance Administration Products
SSC-290 Program Administration Products
SSC-300 Accounting Administration Products

TARIFF BOARD

Chapter 96

TARIFF BOARD



005 Economic Enquiries

ACCESS TO INFORMATION
CO-ORDINATOR
TARIFF BOARD
21ST FLOOR, SOUTH TOWER
JOURNAL BUILDING
365 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0G7

TARIFF BOARD

Background

The Tariff Board was established by the *Tariff Board Act* in 1931. It is both an independent commission of enquiry into matters of tariff and trade and a quasi-judicial court of appeal under the *Customs Act*, *Excise Tax Act*, *Anti-dumping Act* and *Petroleum Administration Act*.

Overall Responsibilities

In its role as a commission of enquiry, the Board undertakes specific trade studies at the request of the Minister of Finance. Its recommendations on rates of duty and changes in the tariff structure are used by the government in preparing budgets or changes in tariff or excise tax legislation.

In its role as a court, the Board hears appeals resulting from final decisions made by the deputy minister of National Revenue for Customs and Excise on tariff classification, valuation of goods for customs purposes and federal sales tax. The Board's powers were recently extended to include the hearing of appeals on charges levied on exports of petroleum and petroleum products.

The Board itself does not initiate enquiries. These are undertaken as a result of a reference from the Minister of Finance. In conducting an enquiry, the Board's staff of economists and statisticians is assigned the task of gathering and analyzing data. Meanwhile, the Board invites the submission of briefs and holds regional public hearings at which the views of importers, manufacturers and consumers can be heard.

During the course of an enquiry the Board may publish and distribute background papers and analytical material to encourage informed discussions of the subject under review. Confidential information on prices, costs or other data is frequently provided to the Board in the course of enquiries and is treated in strictest confidence. The *Tariff Board Act* states that such information "shall not be made public in such manner as to be available for the use of any business competitor or rival." On completion of the enquiry, a report is prepared containing the Board's conclusions and recommendations on rates of duty, the wording of tariff items and any other matters referred to the Board in the Minister's letter of reference. The report is printed and forwarded to the Minister of Finance. At this point it becomes a public document which can be obtained by any interested person.

Access Procedures

Formal enquiries under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Tariff Board
Journal Building
South Tower, 21st Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G7
Telephone: (613) 990-2452

Appeals Branch

This branch is responsible for all appeals to the Board. In its role as a court of appeal, panels of three members of the Board hold public hearings and render decisions on certain final rulings made by the deputy minister of National Revenue for Customs and Excise, as described below.

- An appeal to the Board may be made from a final decision of the deputy minister on tariff classification or value for duty under Section 47 of the *Customs Act*.
- A decision of the same deputy minister on the normal value of goods may be appealed to the Board under Section 19 of the *Anti-dumping Act*.
- The Board may declare what rate of federal sales tax is payable on an article or on transportation by air, or that the article or transportation by air is exempt from tax under the *Excise Tax Act*.
- The Board may also declare whether any charge is payable or as to the amount of the charges payable on the exportation of any oils or any petroleum or petroleum products under the *Petroleum Administration Act*.

On any appeal, the Board hears the parties and then prepares a written declaration stating what classification or value for duty is applicable to the specific goods under appeal; or what rate of federal sales tax is payable; or that the goods are exempted from tax. A declaration of the Tariff Board is final and conclusive subject only to appeal to the Federal Court of Canada on any question of law.

Although many appellants are represented at a hearing by counsel or by a customs consultant, an appellant may conduct his or her own case. The rules of the Board are informal in order to keep it a court of easy access. The Board publishes *An Informal Guide for Parties in Appeals Before the Tariff Board*, which is available without charge from the secretary. Appeals are heard in the Board's courtroom in Ottawa, and from time to time, in major cities in western Canada and the Atlantic provinces.

Any person who has an interest in a subject under appeal before the Board may appear at the hearing as an intervenant and be heard.

There are no court costs or charges for a Tariff Board hearing.

Reference Branch

This branch is responsible for economic enquiries on imports. At the request of the Minister of Finance it carries out such enquiries on matters affecting the trade of Canada, invites the submission of briefs and holds public hearings at which the views of importers, manufacturers and consumers can be heard. It also hears petitions from Canadian producers requesting safeguard action in respect of imports under the General Preferential Tariff. The Board is usually directed to recommend appropriate levels of duty and tariff nomenclature in its report to the Minister, which must, by law, be tabled in Parliament. Its recommendations are used by the government in making amendments to Schedule A of the *Customs Tariff Act* and the *Customs Act*.

Classes of Records

TBD/REF-005 *Formerly Identified as:* TB-10
Economic Enquiries
Description: Information on specific trade and tariff studies by the Reference Branch at the request of the Minister of Finance. *Topics:* Technical enquiries — liaison with importers, producers and federal and provincial government departments.

TAX REVIEW BOARD

Chapter 97

TAX REVIEW BOARD

Background

The Tax Review Board's name and mandate were changed in July, 1983 and its functions are now performed by the Tax Court of Canada. The Tax Court of Canada is not subject to the *Privacy Act* or the *Access to Information Act*. However the classes of records previously held by the Tax Review Board can be accessed by directing enquiries to the following address.

Access Procedures

Tax Court of Canada
3rd Floor
Centennial Towers
200 Kent Street
Ottawa, Ontario
K2A 0M1
Telephone: (613) 992-1704

Please refer to the Access Register (1983) for classes of records previously held by the Tax Review Board.

TEXTILE AND CLOTHING BOARD

Chapter 98

TEXTILE AND CLOTHING BOARD

TEXTILE AND CLOTHING BOARD
(TCB)

ADMINISTRATION AND OPERATIONS
(AOP)

005 General and Service Information
010 Enquiries and Reviews
015 Economic Data on Textiles and Clothing

ACCESS TO INFORMATION
CO-ORDINATOR
TEXTILE AND CLOTHING BOARD
235 QUEEN STREET
FIRST FLOOR WEST
OTTAWA, ONTARIO
K1A 0H5

TEXTILE AND CLOTHING BOARD

Overall Responsibilities

Created by Act of Parliament in May 1971 (19-20 Elizabeth II, Chap. 39), the Textile and Clothing Board is an independent body conducting enquiries to determine if imports of textiles and clothing goods are causing or threatening serious injury to Canadian production; to examine adjustment plans of the producers affected; to recommend to the Minister of Regional Industrial Expansion when special measures of protection against imports should be applied; and to monitor the effects of these measures. Administrative support for the Board is provided by the Department of Regional Industrial Expansion.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to

Access to Information Co-ordinator
Textile and Clothing Board
235 Queen Street
1st Floor West
Ottawa, Ontario
K1A 0H5
Telephone: (613) 993-6336

Classes of Records

TCB/AOP-005 *Formerly Identified as:* TCB-10
General and Service Information
Description: Information on Board reports, Board activities, correspondence, relations with other departments and agencies, legislation and treaties relating to textiles and clothing. *Topics:* Board reports: enquiries, reviews, industry situation, studies; Board activities: information, records; correspondence with individuals, associations, firms, embassies, trade commissions; relations with other departments, agencies, Anti-dumping Tribunal, Tariff Board; legislation and treaties; *Textile and Clothing Board Act*, agreements on international trade in textile products.

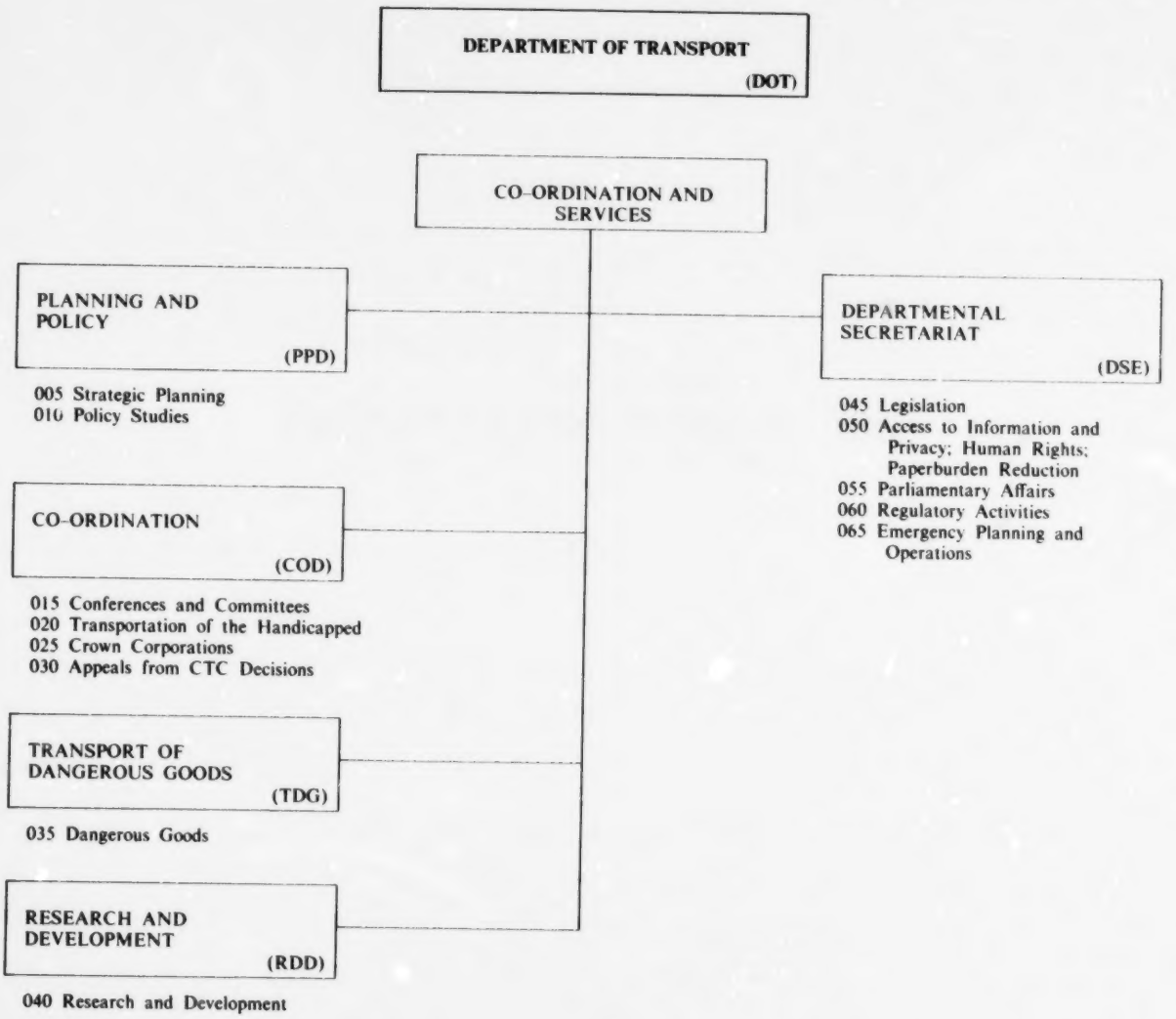
TCB/AOP-010 *Formerly Identified as:* TCB-20
Enquiries and Reviews
Description: Information on each enquiry and review of textiles and clothing by the Textile and Clothing Board. *Topics:* Enquiries and reviews — general, textile products, clothing products.

TCB/AOP-015 *Formerly Identified as:* TCB-30
Economic Data on Textiles and Clothing
Description: Economic data on textiles and clothing industries obtained in support of the various activities of the Board. *Topics:* Economic data on textiles and clothing — general, markets, imports, exports, textile industry, clothing industry, individual firms.

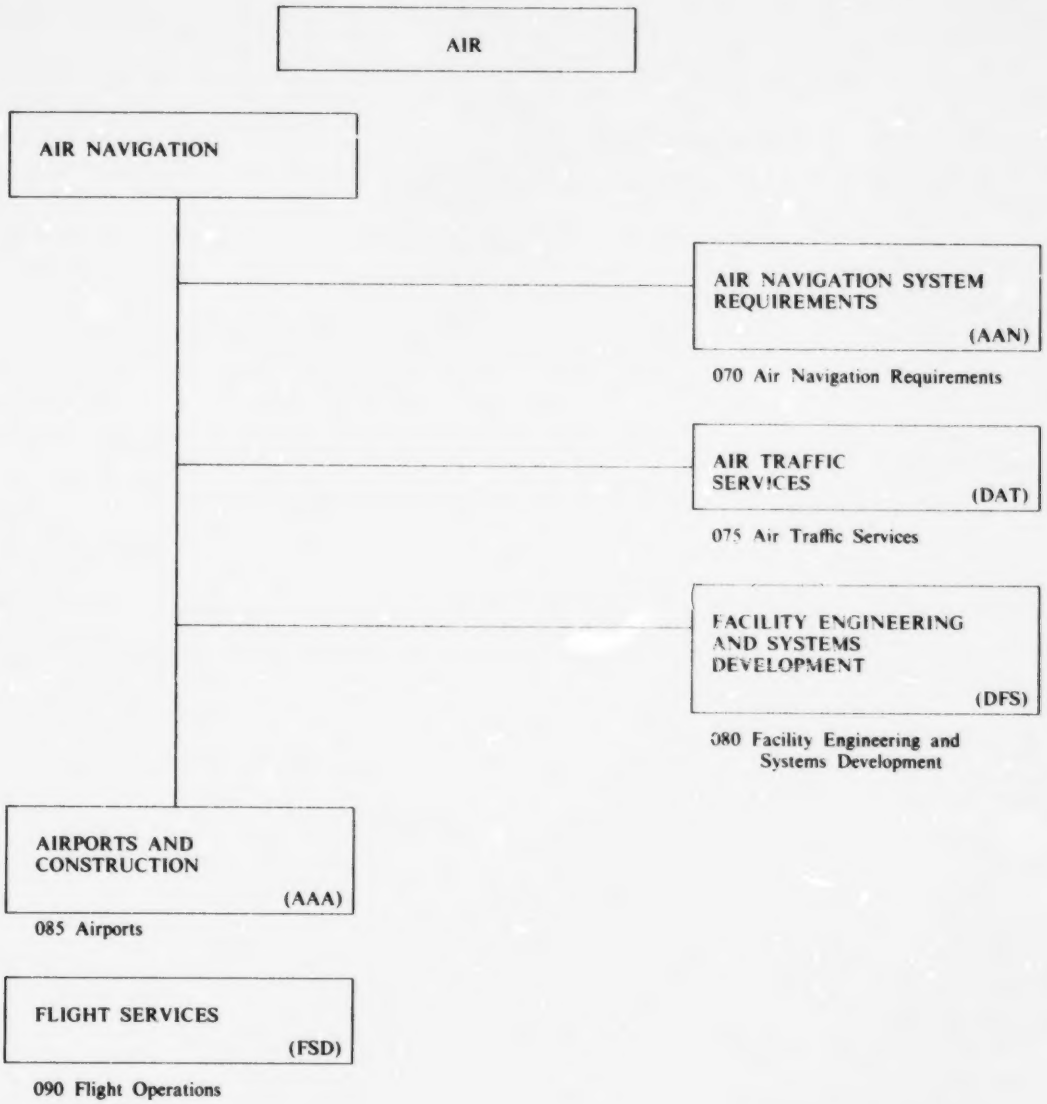
DEPARTMENT OF TRANSPORT

Chapter 99

DEPARTMENT OF TRANSPORT



DEPARTMENT OF TRANSPORT



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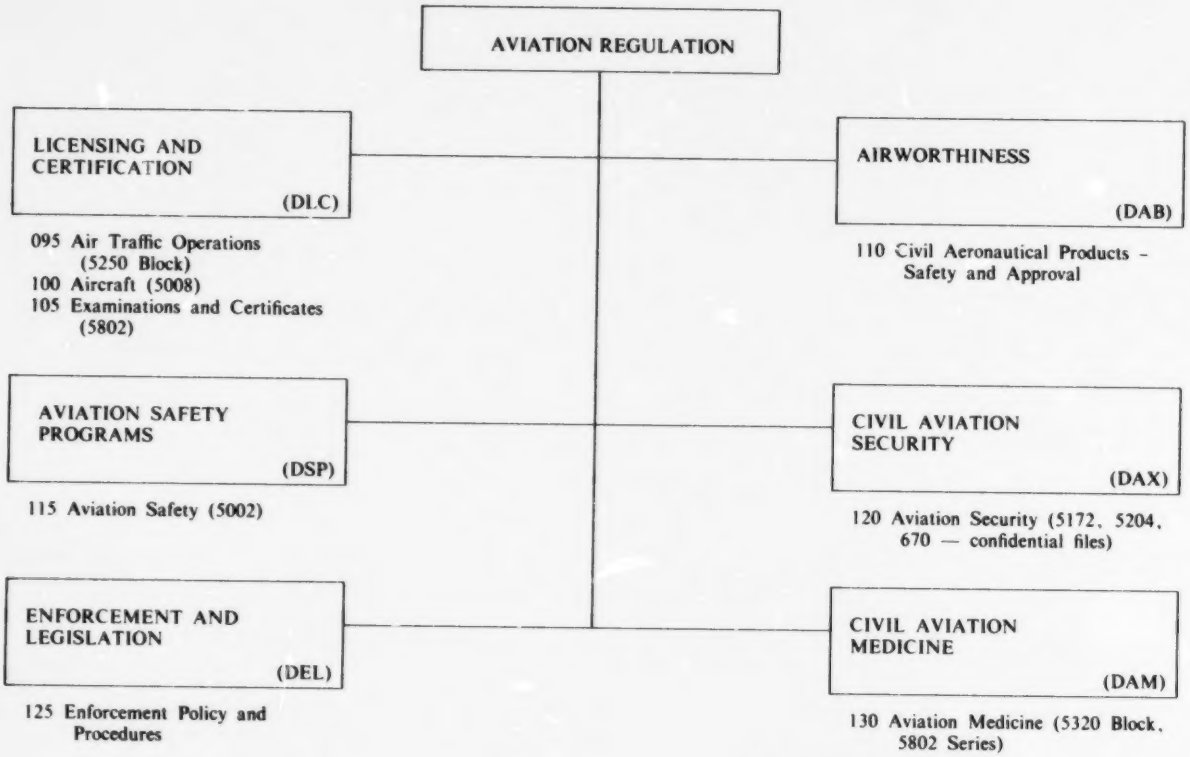
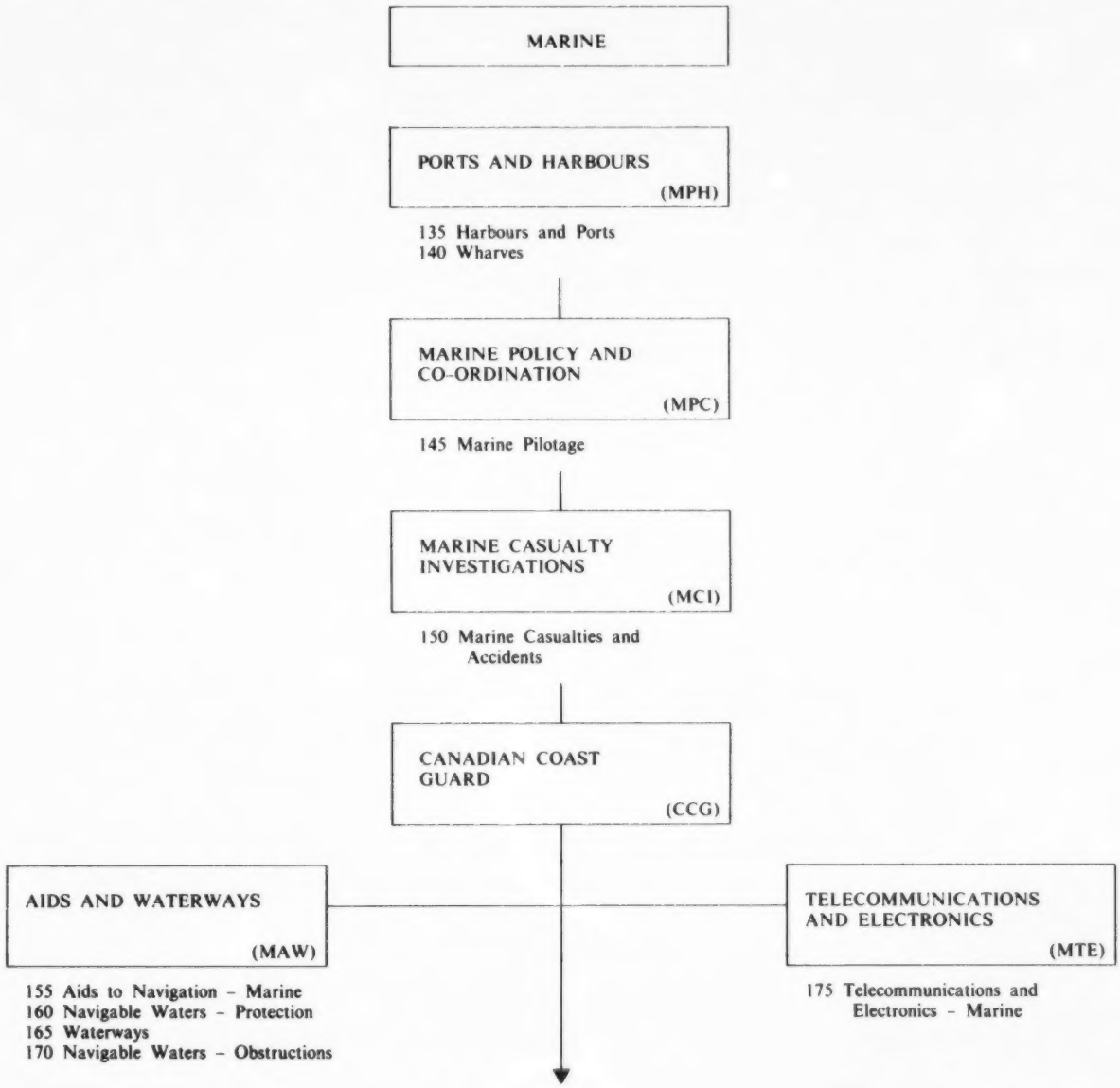

AVIATION REGULATION
LICENSING AND CERTIFICATION (DLC)
095 Air Traffic Operations (5250 Block)
100 Aircraft (5008)
105 Examinations and Certificates (5802)
AIRWORTHINESS (DAB)
110 Civil Aeronautical Products - Safety and Approval
AVIATION SAFETY PROGRAMS (DSP)
115 Aviation Safety (5002)
CIVIL AVIATION SECURITY (DAX)
120 Aviation Security (5172, 5204, 670 — confidential files)
ENFORCEMENT AND LEGISLATION (DEL)
125 Enforcement Policy and Procedures
CIVIL AVIATION MEDICINE (DAM)
130 Aviation Medicine (5320 Block, 5802 Series)

DEPARTMENT OF TRANSPORT



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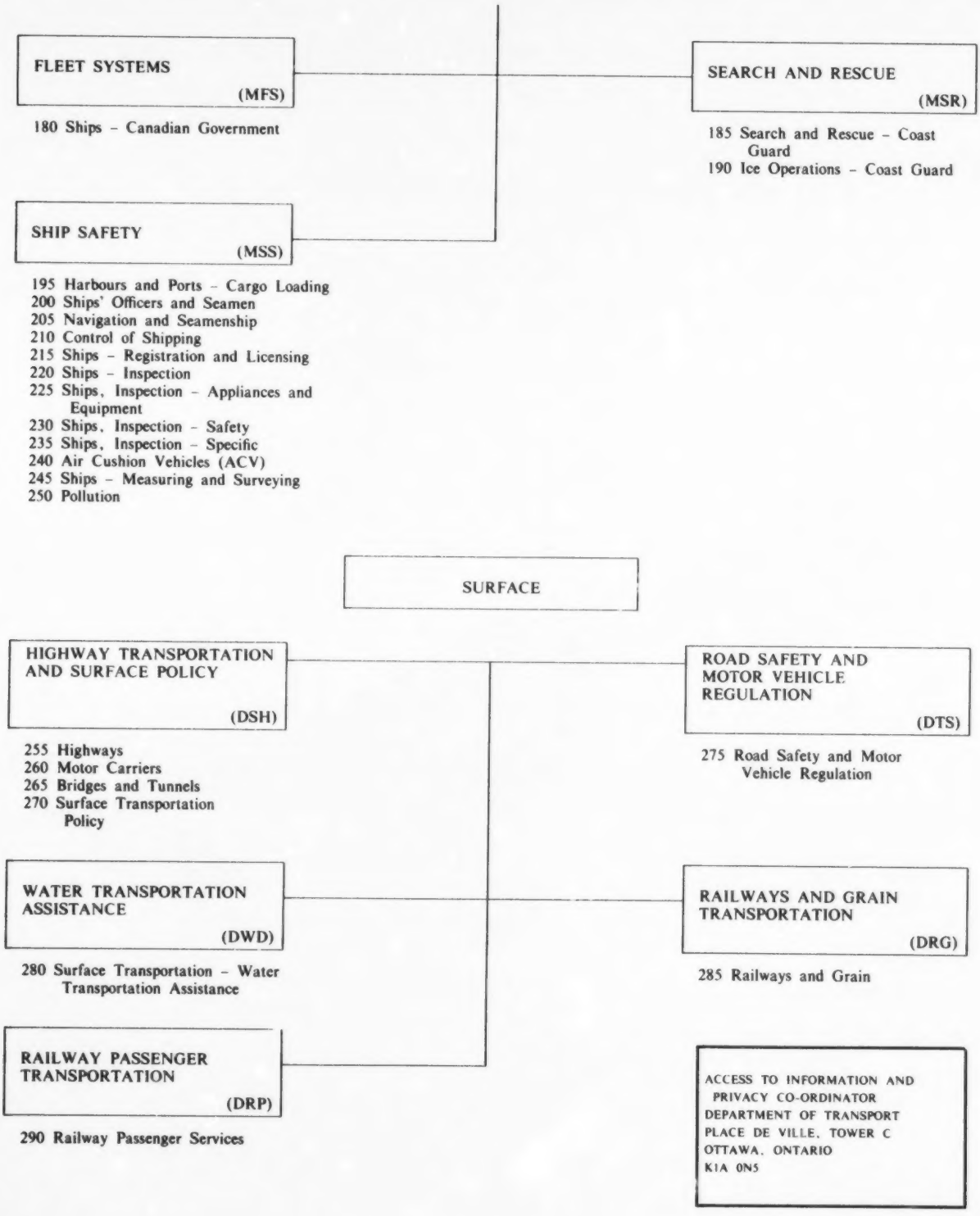


Background

The Department of Transport was established in 1936 by the *Department of Transport Act* (RSC 1970, c. T-15), which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence. The Minister of Transport has jurisdiction over all government railways and canals (except the Trent and Rideau canals), and has the same powers as were vested in the Minister of Marine with respect to navigation and shipping matters, and the Minister of National Defence with respect to civil aviation, before amalgamation. Additional powers are vested in the Minister by a number of other statutes and regulations.

Laws and Regulations

The Department

- Department of Transport Act
- Atlantic Region Freight Assistance Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Maritime Freight Rates Act
- National Transportation Act
- Safe Containers Convention Act
- Transport Act
- Transportation of Dangerous Goods Act

Canadian Air Transportation Administration

- Aeronautics Act
- Aeronautics Regulations (pursuant to Section 4 of the Act)
- Air Canada Act, 1977
- Canadian Aviation Safety Board Act
- Carriage by Air Act

Canadian Marine Transportation Administration

- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Canada Shipping Act
- Carriage of Goods by Water Act
- Public Harbour and Ports Facilities Act
- Government Vessels Discipline Act
- Harbour Commissions Act
- Hamilton and Toronto Harbour Commissioners Acts
- Maritime Code
- Canada Ports Corporation Act
- Montréal Port Wardens Act
- Navigable Waters Protection Act
- North Sydney, Meaford and Trenton Harbour Acts
- Ontario Harbours Agreement Act
- Pilotage Act
- Québec Port Wardens Act
- Shipping Conference Exemption Act
- St. Lawrence Seaway Authority Act
- United States Wreckers Act

Canadian Surface Transportation Administration

- An Act respecting the CPR (1881), et al. (details of old railway acts are set out in the Statutory History of the Steam and Electric Railways of Canada, 1836-1937, published by the Department of Transport/King's Printer)
- Canadian National Railways Act and related legislation
- Various Bridge Acts
- Crow's Nest Pass Agreement Act
- Government Property Traffic Act
- Government Railways Act
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Tire Safety Act
- Motor Vehicle Transport Act
- Passenger Tickets Act
- Railway Act
- Railway Relocation and Crossing Act
- Teleferry Act
- Winnipeg Terminals Act
- Canadian Wheat Board Act
- Western Grain Stabilization Act
- Western Grain Transportation Act

Overall Responsibilities

The Department attends to the development and operation of a safe and efficient national transportation system that contributes to the achievement of general government objectives, and operates specific elements of that system. This broad role-statement recognizes certain important objectives: efficiency, safety, maximum productivity, accessible and equitable services, cost recovery, and support of government policies and objectives, especially as they relate to social and economic development.

Crown Corporations

The following agencies report to Parliament through the Minister of Transport:

- Canadian Transport Commission
- Air Canada, Canadian National Railways, Northern Transportation Co. Ltd. and VIA Rail (not covered by the *Access to Information Act*)
- The St. Lawrence Seaway Authority, Canada Ports Corporation and the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities (reporting through the Administrator of the Canadian Marine Transportation Administration)

Major Departmental Establishments Outside the National Capital Region

The Department maintains and operates the following major establishments:

Transportation Development Centre
Place de l'Aviation
1000 Sherbrooke Street West
25th Floor
P.O. Box 549
Montréal, Québec
H3A 2R3

Transport Canada Training Institute
1950 Montréal Road
Cornwall, Ontario
K6H 6L2

Canadian Coast Guard College
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Motor Vehicle Test Centre
P.O. Box 285
Blainville, Québec
J7E 4J2

Organization

The Department is headed by the deputy minister of Transport who is supported by an associate deputy minister; the director general, Review; the director, Departmental Security; and by heads of operational and staff groups.

The Department's three administration groups are air transportation, marine transportation, and surface transportation.

Planning and co-ordination functions are carried out by a group headed by the assistant deputy minister, Planning and Co-ordination. Policy advice and support relating to the management and administration of departmental resources are provided by an assistant deputy minister, Personnel, and an assistant deputy minister, Finance.

The director general, Public Affairs, reports directly to the deputy minister, and the departmental general counsel provides legal services for the Department at the instruction of the deputy minister.

Library and Information Centre

The role of the Library and Information Centre, with respect to access to departmental records, is to provide systematic and comprehensive access to sources of information generated by the Department in any medium. The library fulfils this function in five ways:

- by serving as a place to request information and receive it;
- by functioning as a central system where most internally generated materials are deposited, bibliographically controlled, catalogued and indexed;
- by providing a bibliographic database to determine what information there is relating to a specific question (this database is available for consultation on the premises, for distribution in microfiche at cost and for computerized access through the Canadian On-Line Enquiry System operated by the Canadian Institute for Scientific and Technical Information);
- by providing facilities for consultation or more extensive research in the form of microform readers, carrels or desks; and
- by acting as an internal referral mechanism to ensure that requests are followed up, particularly when it is not clear to individuals or organizations to which address requests should be forwarded.

Library and information services are available at the following addresses:

Headquarters (all categories of information)

Transport Canada Library and Information Centre
Place de Ville
Tower C, 2nd Floor
Ottawa, Ontario
K1A 0N5

Marine Transportation Information

Newfoundland Region, Canadian Coast Guard
Regional Manager, Financial Administration
P.O. Box 1300
St. John's, Newfoundland
A1C 5N5

Maritimes Regional Coast Guard Library
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 3Z7

Laurentian Region Coast Guard Library
104 Dalhousie Street
Québec, Québec
G1R 2B5

Central Region, Canadian Coast Guard
Regional Manager, Financial Administration
One Yonge Street, 20th Floor
Toronto, Ontario
M5E 1E5

Western Region Canadian Coast Guard
Regional Manager, Financial Administration
700 West Georgia Street
Vancouver, British Columbia
V7Y 1E1

Air Transport Information

Atlantic Region
Regional Manager, Administrative Services
P.O. Box 42
Moncton, New Brunswick
E1C 8K6

Québec Region
Regional Manager, Administration
P.O. Box 5000
Montréal International Airport
Dorval, Québec
H4Y 1B9

Ontario Regional Library
4900 Yonge Street
Suite 300
Willowdale, Ontario
M2N 6A5

Central Region
Regional Manager, Administration
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Western Regional Library
Federal Building
9820-107th Street
Edmonton, Alberta
T5K 1G3

Pacific Regional Library
739 West Hastings Street
Vancouver, British Columbia
V6C 1A2

Program-related Information

Canadian Coast Guard, College Library
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Transportation Development Centre Library
1000 Sherbrooke Street West
P.O. Box 549
Montréal, Québec
H3A 2R3

Transport Canada Training Institute
Technical Information
1950 Montréal Road
Cornwall, Ontario
K6H 6L2

General Information

Public Affairs

Public Affairs forecasts and analyzes probable reaction to existing and proposed departmental plans, policies and programs. It is responsible for providing support for the implementation of the Department's aims and objectives by handling media relations and public information programs, including advertising, special publications and exhibits. It provides general information about the Department through headquarters facilities in Ottawa and regional offices in St. John's, Dartmouth, Moncton, Montréal, Québec City, Toronto, Winnipeg, Regina, Edmonton and Vancouver. Contact may be made in person, by phone, or by writing to the public affairs officers at one of the following addresses:

Ottawa

Director General, Public Affairs
Tower C, 21st Floor
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 996-5861

Newfoundland Region

Regional Public Affairs Officer
Transport Canada
P.O. Box 1300
34 Harvey Road
St. John's, Newfoundland
A1C 6H8
Telephone: (709) 772-4328

Atlantic Region

Manager, Public Affairs
Transport Canada
P.O. Box 1013
46 Portland Street
Dartmouth, Nova Scotia
B2Y 4K2
Telephone: (902) 426-3589

Regional Public Affairs Officer
Transport Canada
P.O. Box 42
95 Foundry Street
Moncton, New Brunswick
E1C 8K6
Telephone: (506) 857-7314

Québec Region

Manager, Public Affairs
Transport Canada
1000 Sherbrooke Street West
24th Floor
Montréal, Québec
H3A 2R3
Telephone: (514) 283-4658

Regional Public Affairs Officer
Transport Canada
104 Dalhousie Street, Room 417
P.O. Box 2055
Québec, Québec
G1K 7M9
Telephone: (418) 648-7060

Ontario Region

Manager, Public Affairs
Transport Canada
Dominion Public Building, Room 216
One Front Street West
Toronto, Ontario
M5J 1A4
Telephone: (416) 369-3277

Manitoba Region

Manager, Public Affairs
Transport Canada
333 Main Street
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6
Telephone: (204) 949-3152

Saskatchewan Region

Manager, Public Affairs
Transport Canada
106-2050 Cornwall Street
Regina, Saskatchewan
S4P 2K5
Telephone: (306) 359-5036

Alberta Region

Manager, Public Affairs
Transport Canada
9820-107th Street
Edmonton, Alberta
T5K 1G3
Telephone: (403) 420-3810

British Columbia Region

Manager, Public Affairs
Transport Canada
224 West Esplanade
North Vancouver, British Columbia
V7M 3J7
Telephone: (604) 984-3705

Publications

The following list of publications or documents, issued by the departmental Library and Information Centre, may be used to locate information (the source should be cited before the title when requesting these documents):

- How to Access Information in the Transport Canada Library and Information Centre; a Handbook (Ottawa, 1982, TP-3455)
- Your Library at Your Service (TP-1478)
- Library Guidelines and Standards (Ottawa, 1979, TP-1979)
- Transport Canada Publications (published semi-annually, TP-1504)
- New Accession List (published bi-monthly)
- Audio-visual Catalogue (Ottawa, 1983, published annually, TP-4541)
- Transport Canada Library and Information Centre (catalogue of materials held in the headquarters Library and Information Centre, in regional libraries and in other participating libraries updated monthly)

Access Procedures

The departmental co-ordinator oversees the access to information function in the department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemption and third-party

notifications, responses to enquiries from the Access to Information Commissioner, appeals before the Federal Court and the annual report to Parliament on the operation of the Act within the Department. Enquiries concerning the administration of the *Access to Information Act* in the Department should be addressed to

Access to Information Co-ordinator
Department of Transport
Place de Ville, Tower C
Ottawa, Ontario
K1A 0N5
Telephone: (613) 993-6161

Deputy Minister

Overall responsibility for the direction of the affairs of the Department rests with the deputy minister, who is its permanent head and senior advisor to the Minister of Transport.

Associate Deputy Minister

The associate deputy minister advises the deputy minister on resource allocations and on the management of the Department. He or she provides the deputy minister with briefings on current issues and activities that have implications for the department as a whole, and provides direction for departmental programming, training, personnel planning, security, audit, review and evaluation activities. The associate deputy minister acts as liaison between the Minister of Transport and Crown corporations reporting to the Minister, and may represent the Department in negotiations with industry, other departments, other levels of government and foreign states. He or she is assisted by the director general, Review, and the director, Departmental Security.

Review Directorate

The director general, Review (DGR) provides the deputy minister and senior management with independent reviews and appraisals of departmental systems, functions and organizational units in order to improve the efficiency, economy and effectiveness of the management policies, practices and controls of the Department. The DGR also provides the deputy minister and senior management with independent assessments and studies on the effectiveness of departmental accountability. The DGR fosters and promotes the development and implementation of performance measures through the provisions of policy, guidance and advice. The Review Group develops and co-ordinates the departmental productivity improvement program, validates human resource level standards and conducts special studies as directed by senior management. The group is assisted by the director of Policy, Planning, Methodology and Quality Control, the chief of Performance Measurement, the chief of Accountability Improvement Measures Planning and Implementation, the director of Internal Audit, and the director of Program Evaluation. DGR is also responsible for the departmental challenge function, which entails the assessment of all proposals with resource implications, prior to their submission to the Minister, Treasury Board or Cabinet.

Security Directorate

The branch administers departmental security policies. This includes administration of security, security of information, physical as well as technical and personnel security, and security inspections, audits and reviews.

Manuals

- Departmental Security Manual (Classified) — TP-789

CO-ORDINATION AND SERVICES

Assistant Deputy Minister

The overall guidance for strategic planning and the conduct of long-term multimodal planning to respond to future needs and problems, together with the co-ordination of all internal and external activities and relations of Transport Canada, are the responsibility of the assistant deputy minister of Planning and Co-ordination (ADMPC). Within the Department, the ADMPC co-ordinates policies, programs and objectives having multimodal implications, develops policies and procedures governing the transportation of dangerous goods, develops and implements technological research, provides advice to the Minister on policy issues regarding transport Crown corporations and provides support and secretariat services to the Minister and deputy minister. He or she is supported by four directorates: Planning and Policy, Co-ordination, Dangerous Goods, and Research and Development; and one branch, the Departmental Secretariat, which includes the Access to Information and Privacy Co-ordination.

Planning and Policy

This directorate prepares and monitors corporate-level strategic plans; co-ordinates and functionally directs all the main planning activities within the Department; directs the development of long-range multimodal transportation objectives and policies; provides policy analysis services and advice on multimodal transportation issues; prepares national and regional multimodal transportation forecasts; monitors and analyzes transportation systems and formulation of system strategies; and ensures an adequate level of university research and training in transportation.

Co-ordination

Co-ordination directs departmental responses to complex issues that involve several departmental groups; co-ordinates the Department's federal, provincial, industrial, and international relations; negotiates and manages economic and regional development transportation sub-agreements; develops policies and programs concerned with transportation facilities for the handicapped; co-ordinates, analyses and advises on matters concerning Crown corporations and in connection with appeals against Canadian Transport Commission rulings.

Transport of Dangerous Goods

The directorate administers the national program relating to the transportation of dangerous goods; formulates and recommends policies, standards and means of implementing the regulations governing the handling, offering for transport, transportation and in-transit storage of dangerous goods for all modes of transport throughout Canada. It also operates CANUTEC, the 24 hours a day emergency response and information centre for chemical transportation accidents.

Research and Development

Research and Development plans, programs and manages the central transportation research and development program addressing the Department's operational and regulatory mandate as well as the safety and productivity aspects of the transportation sector as a whole. This program includes the departmental multimodal initiatives such as Energy Research and Development, and Transportation of the Handicapped and Elderly research, development and demonstration. The directorate is also responsible for transportation research and development policy, strategic planning, co-ordination and evaluation within the federal government.

Departmental Secretariat

The secretariat provides comprehensive co-ordination systems for the development and scheduling of policies through the departmental and Cabinet decision-making process, and prepares parliamentary returns as well as advisory and briefing services for the Minister, the deputy minister and senior departmental officials. The director is the departmental co-ordinator for privacy, access to information, and human rights, and maintains a central consolidated registry of departmental statutes and regulations. The government paperburden reduction program in Transport Canada is co-ordinated by the secretariat. The secretariat also co-ordinates the receipt and distribution of crisis information on natural and man-made disasters and the departmental emergency planning activity, pursuant to the federal government's Emergency Planning Order.

Assistant Deputy Minister — Personnel

The development and implementation of all departmental personnel policies and programs is planned and directed by the assistant deputy minister, Personnel (ADMP), whose responsibility it is to ensure the effective recruitment, utilization and retention of human resources in the Department. The ADMP advises on all matters pertaining to personnel administration, co-ordinates and directs departmental training activities, including those undertaken by the Transport Canada Training Institute and the Coast Guard College, and has overall responsibility for employee relations within the Department. He or she is supported by two directorates: Personnel, and Training; and two branches: personnel planning and programs, and labour relations.

Assistant Deputy Minister — Finance

The assistant deputy minister, Finance (ADMF), provides the deputy minister with systems of financial management, materiel management, contract management and review. The ADMF supplies management consulting services, computer services, library and information services, administrative and budgetary services; and advises the deputy on financial matters affecting the Department and the Crown corporations reporting to the Minister of Transport. He or she is supported by six directors: materiel and contracting services, management systems, communications and informatics, financial administration, financial planning and programming, and administrative services.

Canadian Air Transportation Administration (CATA)

The administrator directs the management of all operational, developmental, and regulatory activities of the administration in support of aeronautics, and maintains and promotes all aspects of air safety. On behalf of the Minister, CATA administers Part I of the *Aeronautics Act*, and provides the Minister with economic and policy advice under Part II of the Act.

The administrator is assisted by a deputy administrator, five assistant administrators, two directors general, one director, and six regional administrators.

CATA is divided into seven directorates and one branch: aviation regulation, airports and construction, air navigation, flight services, resource management, policy and strategic planning, international aviation, and the policy co-ordination and administration branch.

The administration provides and operates the airports, navigational aids and related facilities that allow aircraft of all types and sizes to operate in all parts of Canada. In order that they may do so safely, CATA develops and enforces technical and safety regulations. It employs about 13,000 people and has a budget of approximately $1 billion.

Role of the Six Regional Administrators

Reporting to both the administrator and the deputy administrator, the regional administrators direct the management, administration and implementation of policies, programs and services within the regions, related to such functions as airport activities, air navigation services, aviation regulation requirements, construction services, public affairs, and administration designed to provide safe and efficient air services and facilities to members of the public and the aviation community.

Information about any of these directorates may be obtained from

Public Affairs
Transport Canada
21st Floor, Tower C
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 996-5861

Canadian Air Transportation Administration
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N8
Telephone: (613) 995-6575

or from regional offices at the following addresses

Atlantic Region
P.O. Box 42
95 Foundry Street
Moncton, New Brunswick
E1C 8K6
Telephone: (506) 388-7212

Québec Region
P.O. Box 5000
Montréal International Airport
Dorval, Québec
H4Y 1B9
Telephone: (514) 636-3266

Ontario Region
300-4900 Yonge Street
Willowdale, Ontario
M2N 6A5
Telephone: (416) 224-3120

Central Region
P.O. Box 8550
333 Main Street
Winnipeg, Manitoba
R3C 0P6
Telephone: (204) 949-4311

Western Region
9820-107th Street
Edmonton, Alberta
T5K 1G3
Telephone: (403) 420-3815

Pacific Region
P.O. Box 220
800 Burrard Street
Vancouver, British Columbia
V6Z 2J8
Telephone: (604) 666-5859

AIR TRANSPORTATION

Air Navigation

The directorate provides, operates, and maintains Canada's air navigation system, which consists of a national system of airways, air traffic services and aeronautical information services. The airway system is based on the strategic deployment of radio navigation aids and consists of some 120 omni-directional radio ranges and 203 non-directional beacons. In addition, there are some 89 precision approach radio aids and 32 non-precision approach radio aids at principal airports.

Air traffic services include air traffic control provided at 60 towers, eight terminal control units and seven area control centres using some 35 surveillance radars, and many air-to-ground radio communication channels. It also includes a network of some 120 flight services stations that provide weather, traffic, and other information to aircraft.

An aeronautical information service, that consists of pre-flight and in-flight information necessary for pilots to conduct safe and efficient flights in all flying conditions, is provided by the directorate through a distributed national organization that collects and distributes the necessary information.

The directorate plans, implements, monitors, and evaluates the performance of all aspects of the air navigation system. It also develops contingency plans for dealing with crisis situations affecting the system. The directorate is divided into five branches: program review and analysis, air navigation system requirements, air traffic services, facility engineering and systems development, and air operations contingencies.

Manuals

- Manops, Vols. 1 and 2 Eng. TP-703 Inc. ATSD TP-943 ATSI TP-942
- Manual of Equipment, Part I: Radar TP-541
- Manual of Equipment, Part 2: Operational Information Display System (OIDS) TP-1057
- Control Tower Site and Design Standards TP-210
- Manops, Vols. 2 to 8 inclusive, and ATC Training Program, Vols. 1 to 6 inclusive
- ATS Management Directive (ATMD) TP-941
- Application for Horizontal Separation TP-2479
- Holding Criteria Document TP-345
- Radar Flight Check Manual TP-1334
- Plan for the Security Control of Air Traffic and Air Navigation Aids (SCATANA) TP-1258
- List of Civil Aviation Publications TP-3680
- Community Airport Radio Stations — Telecommunications Guidelines for Community Aerodrome Radio Stations
- Community Airport Radio Stations — Arctic Observation Communication Certificate Program
- Radio Operator Training Objectives — Basic Training
- Flight Services Specialist Supplementary Training — Aviation Weather Information Service

Air Navigation System Requirements

The branch develops national policies, standards and procedures for the planning, implementation, operation and monitoring of the air navigation systems. The branch provides an aeronautical information service in support of safe and efficient flight, and monitors the performance of navigation aids and other components of the air navigation services system.

Air Traffic Services

The branch develops and implements national policies for air traffic services and establishes systems and goals necessary to achieve the safe and efficient movement of air traffic within Canadian-controlled airspace and International Civil Aviation Organization (ICAO) airspace. It includes the Air Traffic Services Research and Experimental Centre in Hull, Québec.

Facility Engineering and Systems Development

This branch is responsible for the co-ordination and effective utilization of telecommunications and electronics resources in the service and aid of civil aviation, to ensure the safety and efficiency of all flights operating in Canadian airspace, including the development and implementation of the national Flight Service Station (FSS) activity. The director is also responsible for the design, development, installation, and maintenance of all electronic and computer-based systems required on a national basis to provide navigational, surveillance communications, airport security, and information systems.

Airports and Construction

The directorate plans, designs, constructs, operates, and maintains airport facilities, as well as associated marketing activities. The Airports and Construction directorate operates a national airport system that includes large airports such as Toronto's Lester B. Pearson International as well as small Arctic airstrips such as Coral Harbour, Northwest Territories. These airports represent approximately $6 billion in physical assets, in terms of their replacement value.

The administration owns a total of 156 land aerodromes, operating and maintaining about 105 of them through its own resources. On-site responsibilities range from operating terminal buildings to maintaining runways and emergency facilities to ensure the safe movement of passengers and goods.

The administration also provides several programs of financial assistance to other airports. At present, some 143 receive funding for capital programs and/or to support their operations and maintenance. This funding supports 46 Arctic sites, 29 remote sites being developed under federal-provincial agreements, 30 local/commercial airports, and 38 others. In addition, consultant services are provided to a number of other countries to assist them in their airport development.

The directorate establishes policies and standards for safe and efficient airport facilities and services, provides functional direction and support to regions in these areas, and directs the development of plans and programs affecting the future of the National Airports System. It is divided into seven branches: administration and contracts; marketing; policy planning and programming; airport facilities; airport services and security; airport professional services; and airport program review and analysis.

Manuals

- Publications Originated in Airports and Construction TP-2725 Manual AK-07-09-001, January 1984 — 120 pages of airport and construction publications

International Aviation Directorate

The directorate is responsible for technical relations with civil aviation authorities in the United States, the United Kingdom, France and other countries, and with international organizations such as International Civil Aviation Organization (ICAO), NATO, and the International Air Transport Association (IATA).

Flight Services

The directorate is responsible for the department's fleet of 90 fixed wing and rotary wing aircraft. These aircraft are assigned to various tasks across Canada, such as the calibration of air navigational aids, ice reconnaissance, inspection and training, joint operations with the Canadian Coast Guard, environmental protection against oil spills, transportation of Cabinet ministers, and the transportation of foreign dignitaries travelling in Canada.

The directorate also provides flight services for other federal departments and agencies such as Energy, Mines and Resources, and the Marine Administration of Transport Canada.

Manuals

- Aircraft Maintenance Manual — seven volumes (not numbered)
- Helicopter Maintenance Engineer Shipboard Manual TP-4986
- Flight Operations Manual — Fixed Wing Aircraft TP-3463
- Flight Operations Manual — Helicopters TP-3493
- Flight Attendant Manual TP-3639

Aviation Regulation

The directorate is responsible for all aspects of aviation safety, including the preparation and enforcement of legislation, security planning and programming, licensing of personnel, aircraft and airports, and certification of air services, establishing and maintaining airworthiness standards, promoting aviation safety, and regulating the transportation of dangerous goods.

The directorate licenses all pilots, commercial operators, flying schools, airports, aircrafts, aircraft manufacturers and maintenance personnel. (There are 72,000 licensed pilots and more than 24,000 aircrafts registered in Canada.) The system of airways and air routes is second only in size to that of the United States. Aviation regulation inspectors regularly examine all people and equipment they license to ensure that they meet safety standards and comply with air regulations.

Consistent with the administration's emphasis on safety, the directorate conducts analytical studies into the nature and degree of safety deficiencies in the air transport system. These studies set priorities in the development and delivery of extensive national education and promotion programs aimed at safety motivation within the industry.

The directorate is divided into seven branches: licensing and certification, airworthiness, aviation safety programs, civil aviation security, enforcement and legislation, aviation medicine, program review and analysis.

Manuals

- Engineering and Inspection Manual, Parts I and II, TP 51-2-1-2
- Engineering and Inspection Manual, Part III, TP 51-2-3
- Airworthiness Directives
- Notices to Aircraft Maintenance Engineers and Aircraft Owners TP-4914
- Civil Aeronautics Jurisprudence TP-4311
- Digest of Civil Aeronautics Jurisprudence TP-4312
- Enforcement Training Manual TP-4751
- Enforcement Manual TP-3352
- Rule-Making Policies and Procedures Manual TP-2713
- Civil Aviation Security Manual — Policies, Standard and Recommended Practices TP-769
- Personnel Licensing Handbook: TP Volume 1 — Flight Crew TP-193E, Volume 2 — Aircraft Maintenance Engineers and Air Traffic Controllers TP-194, Volume 3 — Medical Requirements TP-195
- Personnel Licensing Procedures Manual TP-1749
- Personnel Licensing Procedures Manual TP-2943
- Instrument Procedures Manual TP-2076
- Guidance Manual for Application of Air Navigation Order, Series I, No. 2 TP-3640
- Manual of Special Aviation Events TP-389
- Canadian Civil Aircraft Register TP-220
- Air Carrier Inspector Manual (Rotorcraft) TP-4357
- Air Carrier Inspector Manual (Small Aeroplanes) TP-3783
- Air Carrier Certification Manual TP-4711
- Air Carrier Check Pilot Manual TP-3646
- Air Carrier Inspector Manual (Large Aeroplanes) TP-4827
- Dangerous Goods (Inspector's Manual) TP-385
- Aircraft Maintenance Engineer Licence TP-3043
- Air Traffic Control Procedures and Pilot/Controller Responsibilities Examination TP-2900
- Commercial Pilot Licence Aeroplane TP-660
- Flight Engineer Licence TP-4831
- Flight Instructor Rating Aeroplane TP-2810
- Flight Navigator Licence TP-3614
- Flight Test Guide — Private and Commercial Pilot Licence Helicopters TP-3077
- Flight Test Guide — Private and Commercial Pilot Licence Aeroplanes TP-2655
- Flight Test Standards and Guide — Multi-engine Class Rating Aeroplane TP-219
- Glider Pilot Licence TP-876
- Helicopter Study and Reference Guide for Private and Commercial Pilot Licences, Alternate Category Rating, Flight Instructor Rating, Instrument Instruction, Endorsement TP-2476
- Instrument Rating TP-691
- Private Pilot Licence Aeroplane TP-560
- Senior Commercial and Airline Transport Pilot Licence TP-690
- Flight Instructor Guide TP-975
- Flight Training Manual TP-1102
- Flight Instructor's Guide — Part I
- Self-Paced Study Package for the Flight Instructor Guide — Section I
- Judgement Training Manual for Instructor Pilots TP-4776

Licensing and Certification

The branch is responsible for standards, policies, procedures, and national programs for efficient promotion and regulation control of civil aviation activities in Canada.

Airworthiness

The branch is responsible for the management of airworthiness programs, approvals and the continuing safety of all civil aeronautical products manufactured and operated in Canada and the continuing airworthiness support for all Canadian manufactured aeronautics products used in foreign countries.

Aviation Safety Programs

The branch administers national programs to detect, define, and advise on aviation safety deficiences. It provides aviation safety advice and guidance on the National Air Transportation System (NATS) to ensure corrective action and to develop a safety promotion program with industry to support the prevention of accidents and incidents in NATS.

Civil Aviation Security

This branch is responsible for ensuring that the appropriate level of aviation security is being provided for the travelling public by Canadian carriers, Canadian airports, foreign carriers operating in Canada, and foreign airports being used by carriers coming into Canada.

Enforcement and Legislation

This branch is responsible for the legislative development, promulgation and codification of aeronautical legislation, including the implementation of recommendations of a legislative nature made by the Commission of Enquiry on Aviation Safety, the development and management of the Aeronautical Regulatory Enforcement Program and for the Aeronautical Bilingualization Program and to carry out a substantive review and revamping of aeronautical legislation and the attendant enforcement policies and procedures.

Civil Aviation Medicine

This branch provides medical advice and assistance in setting standards for civil aviation personnel and advises on all problems connected with the health of travellers by air.

Resource Management Directorate

The directorate manages the resources of the administration. It prepares the long-term operational plan and is responsible for resource analysis, resource planning, resource programming and evaluation. In addition, it operates the financial planning, budgeting, and administration process to determine the short- and medium-term resource implications for the achievement of these air transportation objectives and activities of the administration. The directorate co-ordinates the resource management process and advises the administrator on the quality, cost and effectiveness of plans, policies and resource allocations for the safe and efficient operation of the National Civil Air Transportation System.

The directorate supervises the recovery of operating costs from the users of the civil aviation system. These revenues come from the Air Transportation Tax, airport space rentals and concessions, aircraft landing fees as well as recoveries from other government programs for services provided by the administration.

Policy and Strategic Planning Directorate

The directorate develops policies related to the economic aspects of domestic and international civil aviation. The directorate provides the aviation activity statistics and forecasts needed to manage and plan the air transportation program, and advises the Minister on issues relating to the economic regulation of the air carrier industry and on international air negotiations. The directorate is also responsible for the planning framework and guides the administration's strategic planning process.

The directorate is divided into five branches: domestic policy, international policy, planning, statistics and forecasts, economic analysis and evaluation.

Manuals

- Benefit-Cost Analysis for Air Transportation Projects: A Guide for the Canadian Air Transportation Administration TP-5495
- CATA Manual of Planning Procedures TP-2154

Policy Co-ordination and Administration Branch

The branch co-ordinates government and industry relations for the administration, provides policy advice on short-term issues, and general administrative assistance to the air administrator and regional administrators.

MARINE TRANSPORTATION

Administration

The administration groups into one corporate entity the various marine agencies responsible for providing and operating marine terminal route infrastructure facilities, services management of all operational, developmental, and regulatory activities of the department in support of marine transportation, and the development of ports and marine commerce in Canada. The administrator is assisted by a deputy, the Commissioner of the Canadian Coast Guard, the director general, Ports and Harbours, the chairman of the Canada Ports Corporation, the president of the St. Lawrence Seaway Authority, and the chairmen of the four pilotage authorities (Atlantic, Laurentian, Great Lakes, and Pacific).

In particular, the administrator formulates and implements marine transportation policies, programs, and directives; ensures the efficient operation of marine way and terminal facilities, marine traffic management and pilotage services; and is responsible for providing a fleet of ships in support of navigation and the Arctic re-supply activity. These responsibilities are carried out by a headquarters administrative unit, by ports and harbours, marine policy and co-ordination, programming and finance, shipping policy, operations review and emergency planning, and contract administration.

The Canadian Coast Guard's responsibilities include the provision of such services as aids to navigation, telecommunications and ship movement systems, ship safety, including search-and-rescue, icebreaking and all regulatory activities concerning the design, construction and maintenance of ships, and the safety of personnel and cargoes, pollution prevention and marine casualty investigation. The main sub-divisions that carry out these functions are aids and waterways, telecommunications and electronics, fleet systems, ship safety and search-and-rescue. Official information about any of these activities may be obtained from

Office of the Administrator
Canadian Marine Transportation Administration
Department of Transport
Place de Ville
Ottawa, Ontario
K1A 0N7

or from regional offices of the Coast Guard at the addresses listed below

Laurentian Region
Regional Director General
Canadian Coast Guard
P.O. Box 2055
Québec Terminus
Québec, Québec
G1K 7M9

Central Region
Regional Director General
Canadian Coast Guard
Toronto Star Building
One Yonge Street, 20th Floor
Toronto, Ontario
M5E 1E5

Maritime Region
Regional Director General
Canadian Coast Guard
Twin Towers
Royal Bank Building
46 Portland Street
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 4K2

Newfoundland Region
Regional Director General
Canadian Coast Guard
35 Harvey Road
P.O. Box 1300
St. John's, Newfoundland
A1C 6H8

Western Region
Regional Director General
Canadian Coast Guard
224 West Esplanade
North Vancouver, British Columbia
V7M 3H7

A description of the organization and responsibilities of the St. Lawrence Seaway Authority, Canada Ports Corporation and the four Pilotage authorities, as well as the records held by them, are provided elsewhere in this Register.

Ports and Harbours

The branch plans and administers public port facilities serving commercial water transportation interests, and provides functional direction to the regions in these areas. It also ensures that the development and conduct of harbour commission programs are co-ordinated with the various related activities of the department and other federal government departments.

Marine Policy and Co-ordination

The directorate advises and makes recommendations to departmental senior officials and other federal departments on all major policies concerning national shipping and the provision of marine services and facilities, as well as for directing and co-ordinating the assessment of the impact of those policies. It also responds to matters arising out of current policies relating to marine services and facilities and in so doing, establishes and maintains contacts with other levels of government for the purposes of negotiations and liaison. In addition the directorate is responsible for the development and co-ordination of major domestic and international maritime policies that provide an appropriate commercial operating environment for Canada's marine and shipping industry.

Marine Casualty Investigations

This unit develops and recommends policies on the investigation of marine casualties, conducts investigations and recommends policies on the conduct and competence of certificated officers and pilots. It also prepares and implements a national program for the preservation, protection and disposal of wrecks.

Canadian Coast Guard

Manuals

- Organization, Objectives and Policies of the Canadian Coast Guard
- Approach to Facilities Planning in the Canadian Coast Guard
- Marine Transportation Program Canadian Coast Guard
- Financial Performance Report
- Quarterly Status Report of the Canadian Coast Guard
- OPMS (Operational Performance Measurement System) Annual Report

Note: The above-listed manuals are the responsibility of the Coast Guard Commissioner's Office and pertain to general administration.

Aids and Waterways

The branch develops and recommends policies for the provision of aids to marine navigation and prepares legislation and regulations for the control of marine traffic. It also reviews and approves construction plans under the *Navigable Waters Protection Act* and directs the development of commercial navigable waterways.

Manuals

- Vessel Traffic Systems: Operations Manual
- Navigable Waters Protection Act: Application Guide
- Aids and Waterways: Operational Manual
- Moorings for Aids to Navigation: General Specifications
- Occupational Profile of Marine Aids Technicians (INM II)
- Staffing Yardstick for Preventative Maintenance of Buildings and Grounds at Canadian Coast Guard Sites
- Guidelines for Determining and Verifying Operational Requirements for Racons
- CCGS Cove Isle and CCGS Gull Isle Inshore Aids to Navigation for Workboats Operating from Parry Sound

Telecommunications and Electronics

The branch develops and implements policies and plans to provide and operate telecommunications and electronics systems and services required by the Canadian Coast Guard programs.

Manuals

- Maritime Mobile Communications in the Canadian Arctic
- Instructions to Inspectors of Compulsorily Fitted Ship Station Radio Installations
- Operations Standards for Coast Guard Radio Stations
- General (Telecommunications and Electronics Operations Standards)
- Radar Based VTM System, Chedabucto Bay (Equipment Standards)
- Radar Based VTM System, Placentia Bay (Equipment Standards)
- Radar Based VTM System, Halifax (Equipment Standards)
- General Index and Instructions (Telecommunications and Electronics Equipment Standards)
- VHF/DF Amplifier Process Test Set Technical Manual
- Policies and Standards Manual: Canadian Coast Guard Telecommunications and Electronics
- VHF/DF Cross-Fix Calculator Operator's Manual: Preliminary
- VHF/DF Cross-Fix Calculator Technical Manual: Preliminary
- Organizational Guidelines: Headquarters — region — field

Fleet Systems

The branch develops national policies and plans for the composition, operation and maintenance of the Canadian Coast Guard Fleet, which provides shipping with ice-breaking and ice-escort services, and gives support to other functions, such as aids to navigation, and participates in research and sea rescue activities.

Standard instructions pertaining to all activities of the ships and other components of the Canadian Coast Guard fall under Fleet Systems responsibility.

Manuals

- Canadian Coast Guard Fleet Logistic Instructions
- Eastern Arctic Sealift Co-ordination Plan: Eastern Arctic Sealift
- Canadian Coast Guard Fleet Orders
- Procedural Manual for CCG Ship Refit, Repairs, Alterations and Additions and Drydocking
- Ship Activity Reporting System Manual, Amendment No. 1
- Canadian Coast Guard Shipboard Helicopter Information and Procedures Manual
- Guide to the Inspection of the Supply Function in Ships of the Canadian Coast Guard in which a Logistic Officer is Borne by Complement
- Canadian Coast Guard Arctic Operation Order

Search and Rescue

The branch develops, maintains, and ensures the efficient operation of facilities and services to minimize loss of life and personal injuries in the marine environment as a result of search-and-rescue incidents.

Ship Safety

The branch develops and applies safety standards for the design, construction, operations and maintenance of ships and air-cushion vehicles, for their machinery and equipment, for navigation, for handling and stowage of cargo, for the qualification and certification of ship and air-cushion vehicle personnel, and for the prevention of pollution by ships. It also participates in the development of international codes, conventions and regulations concerning marine safety, and maintains registries of vessels and ships' personnel.

Manuals

- Guide for Customs Officers — *Canada Shipping Act*
- Standards for Radio Installations and Related Equipment, 1981
- Standard Marine Navigational Vocabulary
- Ship Safety Electrical Standards
- Structural Fire Protection Standards
- List of Approved Products: Hulls Inspection and Standards
- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered
- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats over 15 Tons, Gross Tonnage
- Marine Automation Standards, Standards for Remote and Automated Control Systems in Ships
- Examination and Certification of Masters and Mates (Publication Examination — 1979 ed.)
- Equivalent Standards for Fire Protection of Passenger Ships
- Guide to Helicopter/Ship Operations
- TERMPOL Code (2nd edition) Code of Recommended Standards for the Safety and Prevention of Pollution for Marine Transportation Systems and Related Assessment Procedures

Emergencies

The branch is involved in clean-up of pollution from shipping and acts as a resource agency for marine pollution incidents from other sources. It evaluates, acquires, and maintains the Coast Guard's pollution countermeasures equipment and regularly provides exercises for the Coast Guard and other personnel.

Manuals

- National Training Plan: Coast Guard Emergencies
- Arctic Marine Emergency Plan
- National Marine Emergency Plan

SURFACE TRANSPORTATION

Administration

The administrator directs the formulation and implementation of surface transportation policies and programs, and manages all operational, developmental, and regulatory activities of Transport Canada relating to surface transportation. It is also responsible for the operation of the Motor Vehicle Test Centre at Blainville, Québec.

The administration is divided into five directorates: highway transportation and surface policy; road safety and motor vehicle regulation; water transportation assistance; railway and grain transportation; and railway passenger transportation.

Information about any of these directorates may be obtained from

Office of the Administrator
Canadian Surface Transportation Administration
Department of Transport
Place de Ville
Ottawa, Ontario
K1A 0N5

Highway Transportation and Surface Policy

This directorate develops, implements and monitors policies and programs affecting the surface modes of transport, and in particular those to improve the capability and efficiency of highway transportation. It also develops and implements urban transportation policies and programs and administers the *Railway Relocation and Crossing Act* as it pertains to the Department.

Road Safety and Motor Vehicle Regulation

This directorate co-ordinates federal government activities in motor vehicle and traffic safety in order to reduce deaths, severity of injuries, health impairment, property damage, and fuel consumption. Principal responsibilities include development and enforcement of mandatory safety standards for motor vehicles, development of road safety countermeasures, liaison with motor vehicle agencies in other countries, management of the Motor Vehicle Test Centre and fuel economy programs, and participation in co-operative federal-provincial road safety programs.

Water Transportation Assistance

This directorate establishes policies, plans and programs for all aspects of water transportation assistance and associated services, over inland and coastal waters as required by the federal government.

Railways and Grain Transportation

This directorate initiates, develops, implements and monitors policies and programs for the grain transportation and handling system, and for the improvement of the capability, efficiency and safety of railway systems.

Railway Passenger Transportation

This directorate initiates, develops, implements and monitors policies and programs to improve the capability and efficiency of the railway passenger program.

Finance and Administration Division

This division co-ordinates financial, administrative and planning functions for the Surface Administration and, administers private rail cars for government.

Classes of Records

DOT/PPD-005 *Formerly Identified as:* TC-10
Strategic Planning
Description: Information on the co-ordination and functional direction of the main planning activities within the Department, the periodic review of departmental objectives, preparing national and regional multimodal transportation forecasts, ensuring an adequate transportation database for the Department, and providing an economic analysis capability.

DOT/PPD-010 *Formerly Identified as:* TC-20
Policy Studies
Description: Information on policy development services and advice on multimodal transport issues, monitoring and analyzing transport systems, formulating system strategies and proposals for government action as appropriate, and ensuring an adequate level of university-based transport research and education programs.

DOT/COD-015 *Formerly Identified as:* TC-30
Conferences and Committees
Description: Information on all conferences, committees and associated sub-committees in which the Department collaborates with other federal departments, agencies of other governments both national and international, international organizations and industry groups. *Topics:* Committees and conferences (interdepartmental, intergovernmental, international); organizations (e.g., OECD, ECMT, ECE, UNCTAD). *Retrievability:* Files arranged by subject or name of committee; government; governmental department or agency; organization.

DOT/COD-020 *Formerly Identified as:* TC-40
Transportation of the Handicapped
Description: Information on activities related to the implementation of the federal policy on transportation of disabled persons; development of accessibility standards for all modes of transport; research and development; Minister's Advisory Committee on Transportation of the Handicapped. *Topics:* Federal policy on transportation of disabled persons; accessibility standards; amendments to the *Canadian Human Rights Act;* vehicle identification; paratransit services.

DOT/COD-025 *Formerly Identified as:* TC-50
Crown Corporations
Description: Information on the Crown corporations, their components and subsidiaries, corporate plans, acquisitions and divestiture proposals; central agency and departmental policies on Crown corporations. *Topics:* Transport Canada Crown corporations; subsidiaries; acquisitions; financing; corporation plans; legislation.

DOT/COD-030 *Formerly Identified as:* TC-60
Appeals from CTC Decisions
Description: Information on individual appeals filed with the Minister of Transport, and petitions filed with the Governor-in-Council concerning Canadian Transport Commission decisions, pursuant to Sections 25 and 64 of the *National Transportation Act. Topics:* Notices of appeal; submissions of appeals; answers and replies; analysis and recommendations to Minister; ministerial opinions; petitions; interventions; recommendations to council; Orders-in-Council.

DOT/TDG-035 *Formerly Identified as:* TC-70
Dangerous Goods
Description: Information on policies, regulations, education programs and administrative matters relating to the transportation and handling of dangerous goods. *Topics:* Dangerous Goods Code and Regulations; regulated commodities; engineering and safety standards; type of packaging; nature and application of permit; enforcement; training and certification; awareness and information; CANUTEC; evaluation and analysis; liaison and agreements; committees and task forces; advisory board; education programs; inspections; commodities.

DOT/RDD-040 *Formerly Identified as:* TC-80
Research and Development
Description: Information dealing with departmental, federal, sectoral and international transportation research and development policies and programs. *Topics:* Government policies affecting research and development in transport; microelectronic applications; transportation of dangerous goods; aeronautics; Arctic marine and ice-related technology; alternative fuel use in automotive, rail and marine applications; rail freight and rail passenger; highway; urban transit technologies; transportation of the disabled; and energy programs.

DOT/DSE-045 *Formerly Identified as:* TC-90
Legislation
Description: Information on all legislation, federal, provincial, municipal or foreign, to which the Department is subject and which it must implement.

DOT/DSE-050 *Formerly Identified as:* TC-100
Access to Information and Privacy; Human Rights; Paperburden Reduction
Description: Institutional policies and procedures concerning information on access to departmental records, the protection of the privacy of individuals, human rights, and the paperburden reduction program. *Topics:* Access to departmental records; access to personal records; human rights; paperburden reduction.

DOT/DSE-055 *Formerly Identified as:* TC-110
Parliamentary Affairs
Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. *Topics:* Order Paper questions; oral questions; motions for production of papers; tabling of annual reports and returns; special committee of council; Standing Joint Committee on regulations and other statutory instruments.

DOT/DSE-060 *Formerly Identified as:* TC-120
Regulatory Activities
Description: Information on the monitoring of departmental rule-making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. *Topics:* Regulatory reform; regulations consolidation; central registry for regulations and statutory instruments; regulations held on microfiche.

DOT/DSE-065 *Formerly Identified as:* TC-130
Emergency Planning and Operations
Description: Information on policy, procedures and briefings, including inter-departmental, inter-governmental and NATO crisis management activity. *Topics:* Transport Canada Emergency Book; emergency information.

DEPARTMENT OF TRANSPORT

DOT/AAN-070 *Formerly Identified as:* TC-140

Air Navigation Requirements

Description: Information on air navigation systems and aids that are installed, maintained, fixed, repaired, replaced and operated by the Department. *Topics:* Aerodromes; aeronautical charts and publications; aeronautical research and development; airport approach aids; airport design; airspace organization and procedures; aviation weather; flight inspection; meteorology; navigation aids.

DOT/DAT-075 *Formerly Identified as:* TC-150

Air Traffic Services

Description: Information on research, development, implementation, and maintenance of national policies, systems and procedures for safe and efficient air traffic services and control within Canadian-controlled airspace. *Topics:* Area control; airport control; terminal control, information and supplementary services; research and development. *Retrievability:* Files arranged by subject and geographically by site and oceanic codes or areas. *Storage Medium:* EDP systems.

DOT/DFS-080 *Formerly Identified as:* TC-160

Facility Engineering and Systems Development

Description: Information on the establishment, operation, and maintenance of stations and systems that provide communications and electronic navigation aids to civil aviation, including procurement of equipment, broadcast services, and airport advisory services. *Topics:* Establishment; construction; operation; maintenance; services; building site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. *Retrievability:* Files arranged by subject, and geographically by site codes. *Storage Medium:* EDP systems and microfilm.

DOT/AAA-085 *Formerly Identified as:* TC-250

Airports

Description: Information on civil airports, heliports, and STOL ports. *Topics:* Planning, establishment, design, construction, maintenance, and operation of airports; site acquisition, including environmental considerations and grants; equipment; services; utilities; facilities; concessions and leases; claims; buildings; safety; policing and security; fire protection and rescue; and catering and messing. *Storage Medium:* EDP systems and microfilm.

DOT/FSD-090 *Formerly Identified as:* TC-260

Flight Operations

Description: Information on types of aircraft operated by the Department. *Topics:* Flight operations; technical services; quality assurance; training and systems safety.

DOT/DLC-095 *Formerly Identified as:* TC-170

Air Traffic Operations (5250 Block)

Description: Information on the development of policies, rulings, and rates for air carriage of freight, mail, and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs and schools, and Air Canada. *Topics:* Express and freight; air carriage of mail; passenger traffic; airline companies; flying clubs; flying schools; operating certificates; and Air Canada. *Retrievability:* Files are arranged by subject, airline company, flying club, or school.

DOT/DLC-100 *Formerly Identified as:* TC-180

Aircraft (5008)

Description: Information on aircraft inspections, operations, types of aircraft. *Topics:* Registration, inspection and operation. *Retrievability:* Files arranged by subject and aircraft markings. *Storage Medium:* EDP systems and microfilm.

DOT/DLC-105 *Formerly Identified as:* TC-190

Examinations and Certificates (5802)

Description: Information on personnel licensing standards, including examinations and certification for air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers. *Topics:* Licensing standards; examinations; certificates; air pilots; flight engineers; flight navigators; aircraft maintenance engineers; air traffic controllers. *Retrievability:* Files arranged by subject of licensing standards and examinations, name of air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers, or applicant for licences. *Storage Medium:* EDP systems and microfilm.

DOT/DAB-110 *Formerly Identified as:* TC-200

Civil Aeronautical Products — Safety and Approval

Description: Information on aircraft dealers, types and specifications, tests and approval of aircraft material and equipment. *Topics:* Type of aircraft; type of engine; material and equipment by aircraft dealers, certificates of airworthiness for aircraft and parts. *Retrievability:* Files are arranged by individual company and aeronautical product.

DOT/DSP-115 *Formerly Identified as:* TC-210

Aviation Safety (5002)

Description: Information on the administration of national air transportation safety programs. *Topics:* Safety promotion projects such as amateur-built aircraft; survival and rescue surveys; application; posters. *Retrievability:* Files arranged by subject and project.

DOT/DAX-120 *Formerly Identified as:* TC-220

Aviation Security (5172, 5204, 670 — confidential files)

Description: Information on airport security and policing. *Topics:* Access to Canadian airports; dangerous, prohibited and restricted areas; enquiries; designation of security officers; emergency communications; detection; devices and systems; foreign agreements; National Air Transportation System. *Retrievability:* Files arranged by subject and investigation.

DOT/DEL-125 *Formerly Identified as:* TC-230

Enforcement Policy and Procedures

Description: Information on enforcement policy, procedure, case histories, air regulations and air navigation orders. *Topics:* Air regulations; air navigation orders; enforcement cases. *Retrievability:* Files arranged by subject and enforcement case.

DOT/DAM-130 *Formerly Identified as:* TC-240

Aviation Medicine (5320 Block, 5802 Series)

Description: Information on airline associations, organizations, regional medical officers, medical examiners, standards, examinations, research, medical records of civil aviation personnel. *Topics:* First aid kits; flight time limitation and fatigue; regional medical officers and examiners; medical equipment; medical records of civil aviation personnel. *Retrievability:* Files arranged by subject and name. *Storage Medium:* EDP systems and microfilm.

DOT/MPH-135 *Formerly Identified as:* TC-270

Harbours and Ports

Description: Information on the establishment, administration, development, operation and maintenance of ports and harbours, including the establishment and collection of user charges. *Topics:* Facilities; studies; harbours and ports; headlines; harbour masters; property records; rules and regulations; tariffs and fees; returns and refunds. *Retrievability:* By subject and geographic name of harbour or port.

DOT/MPH-140 *Formerly Identified as:* TC-290
Wharves
Description: Information on the administration, operation and maintenance of marine facilities under the jurisdiction of the ports and harbours branch, including the planning and development of port facilities and the establishment and collection of tariffs. *Topics:* Administration; rules and regulations; tariffs and fees; leases; inspections and wharf-owners.

DOT/MPC-145 *Formerly Identified as:* TC-300
Marine Pilotage
Description: Information on by-laws, regulations, standards, pilotage authorities, accounts, boats and launches. *Topics:* By-laws; regulations; standards; pilotage authorities; accounts; boats and launches. *Retrievability:* By subject and Pilotage Authority.

DOT/MCI-150 *Formerly Identified as:* TC-510
Marine Casualties and Accidents
Description: Information on casualties and accidents, investigations, reports, cargoes, and wrecks. *Topics:* Rules; regulations, casualty statistics; cargo and equipment losses; investigations; reports, collisions, groundings; founderings. *Retrievability:* Files arranged by subject, names of vessels and areas of occurrence. *Storage Medium:* EDP systems.

DOT/MAW-155 *Formerly Identified as:* TC-310
Aids to Navigation — Marine
Description: Information on the establishment, operation and maintenance of fixed and floating marine navigation aids. *Topics:* Buoys; lights; beacons; fog signals; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts and vessel traffic management. *Storage Medium:* EDP systems and microfilm. *Retrievability:* By subject and geographic site.

DOT/MAW-160 *Formerly Identified as:* TC-320
Navigable Waters — Protection
Description: Information on policies and regulations, and applications and approvals for industrial and other construction plans affecting navigable waters. *Topics:* Applications for approval; approval of construction; types of buildings and works; designation of navigable waters. *Retrievability:* Files arranged by subject, individuals or companies, geographic location, type of building or works. *Storage Medium:* Microfilm.

DOT/MAW-165 *Formerly Identified as:* TC-330
Waterways
Description: Information on water levels and gauges, St. Lawrence waterways and the Canso Canal. *Topics:* Water levels and gauges; St. Lawrence waterways; Canso Canal; and St. Lawrence ship channel.

DOT/MAW-170 *Formerly Identified as:* TC-340
Navigable Waters — Obstructions
Description: Information on obstructions in navigable waters. *Topics:* Obstructions in navigable waters; bridges; cribworks; sunken piers; logs; rafts and lumber; shoals; wrecks and derelicts. *Retrievability:* Files arranged by subject, individual, company, geographic location, type of obstruction or names of derelicts or wrecked vessels.

DOT/MTE-175 *Formerly Identified as:* TC-350
Telecommunications and Electronics — Marine
Description: Information on the establishment, operation and maintenance of stations and systems that provide communications and electronic navigation aids to the Canadian Coast Guard and marine transportation, including design and procurement of equipment. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security and frequencies. *Retrievability:* Files arranged by subject, geographical location and name of Coast Guard ship. *Storage Medium:* EDP Systems and microfilm.

DOT/MFS-180 *Formerly Identified as:* TC-360
Ships — Canadian Government
Description: Information on the operations, functions and services performed by the Canadian Coast Guard fleet, such as northern supply operations, support to aids to navigation and search-and-rescue. This includes information on the operation and maintenance of Canadian Coast Guard vessels, such as acquisitions and supplies. *Topics:* Purchases; charters; sales; services; northern transportation; accidents and damage claims; fuel; movements; provisioning; repairs and inspections. *Retrievability:* Files arranged by subject and name of Coast Guard vessel.

DOT/MSR-185 *Formerly Identified as:* TC-370
Search and Rescue — Coast Guard
Description: This class covers information relating to search and rescue operations, and lifesaving stations. *Topics:* Lifesaving stations; search and rescue; equipment and supplies. *Retrievability:* Files arranged by subject, and geographically by name of lifesaving station.

DOT/MSR-190 *Formerly Identified as:* TC-380
Ice Operations — Coast Guard
Description: Information on icebreaking, ice reporting, ice escorting and the International Ice Patrol. *Topics:* Icebreaking; ice reporting; ice escorting; International Ice Patrol; methods and equipment.

DOT/MSS-195 *Formerly Identified as:* TC-390
Harbours and Ports — Cargo Loading
Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes and the appointment of surveyors and port wardens. *Topics:* Rules and regulations; reports and returns; and appointments of surveyors and port wardens.

DOT/MSS-200 *Formerly Identified as:* TC-400
Ships' Officers and Seamen
Description: Information on the qualification and certification of ships' officers and seamen. *Topics:* Masters; mates; engineers; seamen; discharge books; shipping masters; examinations; certificates; welfare and discipline; and clearances of vessels. *Retrievability:* Files arranged by subject and names of ships' officers and seamen. *Storage Medium:* EDP systems.

DOT/MSS-205 *Formerly Identified as:* TC-410
Navigation and Seamanship
Description: Information on navigation, seamanship. *Topics:* Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, and apparatus and equipment.

DOT/MSS-210 *Formerly Identified as:* TC-420
Control of Shipping
Description: Information on the control of shipping, including the coasting trade, and small boats. *Topics:* Coasting trade; freight movements; commodities; marine irregularities; merchant marine; Park Steamship company; and small boats.

DOT/MSS-215 *Formerly Identified as:* TC-430
Ships — Registration and Licensing
Description: Information on the registration and licensing of ships other than small vessels. *Topics:* Ports of registry; ships registered and ships licensed. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP Systems.

DOT/MSS-220 *Formerly Identified as:* TC-440
Ships — Inspection
Description: Information on inspection, regulations and procedures, including small vessel inspection, and capacity and horsepower plates. *Topics:* Regulations; procedures; small vessel inspection; and capacity

and horsepower plates. *Retrievability:* Files arranged by subject and names of small vessels.

DOT/MSS-225 *Formerly Identified as:* TC-450
Ships, Inspection — Appliances and Equipment
Description: Information on the testing and approval of ships' appliances and equipment. *Topics:* Engines; boilers; machinery; fire protection equipment; lifesaving equipment and materials used in construction of ships. *Storage Medium:* Microfilm.

DOT/MSS-230 *Formerly Identified as:* TC-460
Ships, Inspection — Safety
Description: Information on the inspection and certification of ships used in the carriage of dangerous goods and load lines. *Topics:* Explosives; dangerous goods; and load lines. *Retrievability:* Files arranged by subject and names of ships.

DOT/MSS-235 *Formerly Identified as:* TC-470
Ships, Inspection — Specific
Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. *Topics:* Ferries, drilling rigs, ships, ships' tackle and survey reports. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP systems.

DOT/MSS-240 *Formerly Identified as:* TC-480
Air Cushion Vehicles (ACV)
Description: Information on all aspects of air cushion vehicles. *Topics:* Regulations; registration; licensing; certification; inspection; examination and certification of personnel; companies; equipment; material; research and development; and accidents and investigations. *Retrievability:* Files arranged by subject, names of personnel, and name, type and registration mark of ACV. *Storage Medium:* EDP systems.

DOT/MSS-245 *Formerly Identified as:* TC-490
Ships — Measuring and Surveying
Description: Information on the rules, regulations and procedures for measuring and surveying ships; and tonnage measurements. *Topics:* Rules; regulations; appointment of measuring surveyors, and agreements with other countries.

DOT/MSS-250 *Formerly Identified as:* TC-500
Pollution
Description: Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea. It includes emergency plans and operations concerning the clean-up of oil or other pollutants. *Topics:* Rules; regulations; policies; plans; operations; reports; methods and equipment.

DOT/DSH-255 *Formerly Identified as:* TC-520
Highways
Description: Information on policies, studies and objectives for the provision, regulation and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. *Topics:* Highway economics; engineering; construction and operations. *Retrievability:* Files arranged by subject, name of project or highway, or geographical location.

DOT/DSH-260 *Formerly Identified as:* TC-530
Motor Carriers
Description: Information on interprovincial and international motor carrier industry, intergovernmental relations, both federal-provincial and international. *Topics:* Commercial and private trucking; household goods; commercial buses; freight forwarding; federal and provincial regulations and laws; and studies.

DOT/DSH-265 *Formerly Identified as:* TC-540
Bridges and Tunnels
Description: Information on policies, studies and objectives on the provision, regulation and management of international bridges and tunnels, and federal-provincial collaboration in international bridge and tunnel projects.

DOT/DSH-270 *Formerly Identified as:* TC-590
Surface Transportation Policy
Description: Information on policies and programs affecting the various modes of surface transportation. *Topics* Multimodal transportation; urban transportation; railway relocations; and grade separations.

DOT/DTS-275 *Formerly Identified as:* TC-550
Road Safety and Motor Vehicle Regulation
Description: Information on road and motor vehicle traffic safety, research and development of countermeasures, engineering development and enforcement of safety and emission standards, and safety regulations, management of the Motor Vehicle Test Centre and fuel economy programs. *Topics:* Road safety and motor vehicle regulation; countermeasures development; accident and defect investigations; public complaints; recall campaigns; motor vehicle engineering and safety standards; motor vehicle safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; motor vehicle emissions control; and fuel economy. *Retrievability:* Files arranged by subject, project, company and safety standard. *Storage Medium:* EDP systems, test film, microfilm, and video tape.

DOT/DWD-280 *Formerly Identified as:* TC-560
Surface Transportation — Water Transportation Assistance
Description: Information on policies and programs for the administration of subsidies to ferry and coastal services. *Topics:* Ferry and coastal services; subsidies; levels of service; and tariffs.

DOT/DRG-285 *Formerly Identified as:* TC-570
Railways and Grain
Description: Information on railway operations and design, regulations, freight transportation, capacity, grain transportation and handling. *Topics:* Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight; rates; rights-of-way; main and branch lines; and terminals. *Retrievability:* By subject, project and location.

DOT/DRP-290 *Formerly Identified as:* TC-580
Railway Passenger Services
Description: Information on railway passenger services and systems in Canada. *Topics:* Passenger services, VIA Rail. *Retrievability:* By subject and project.

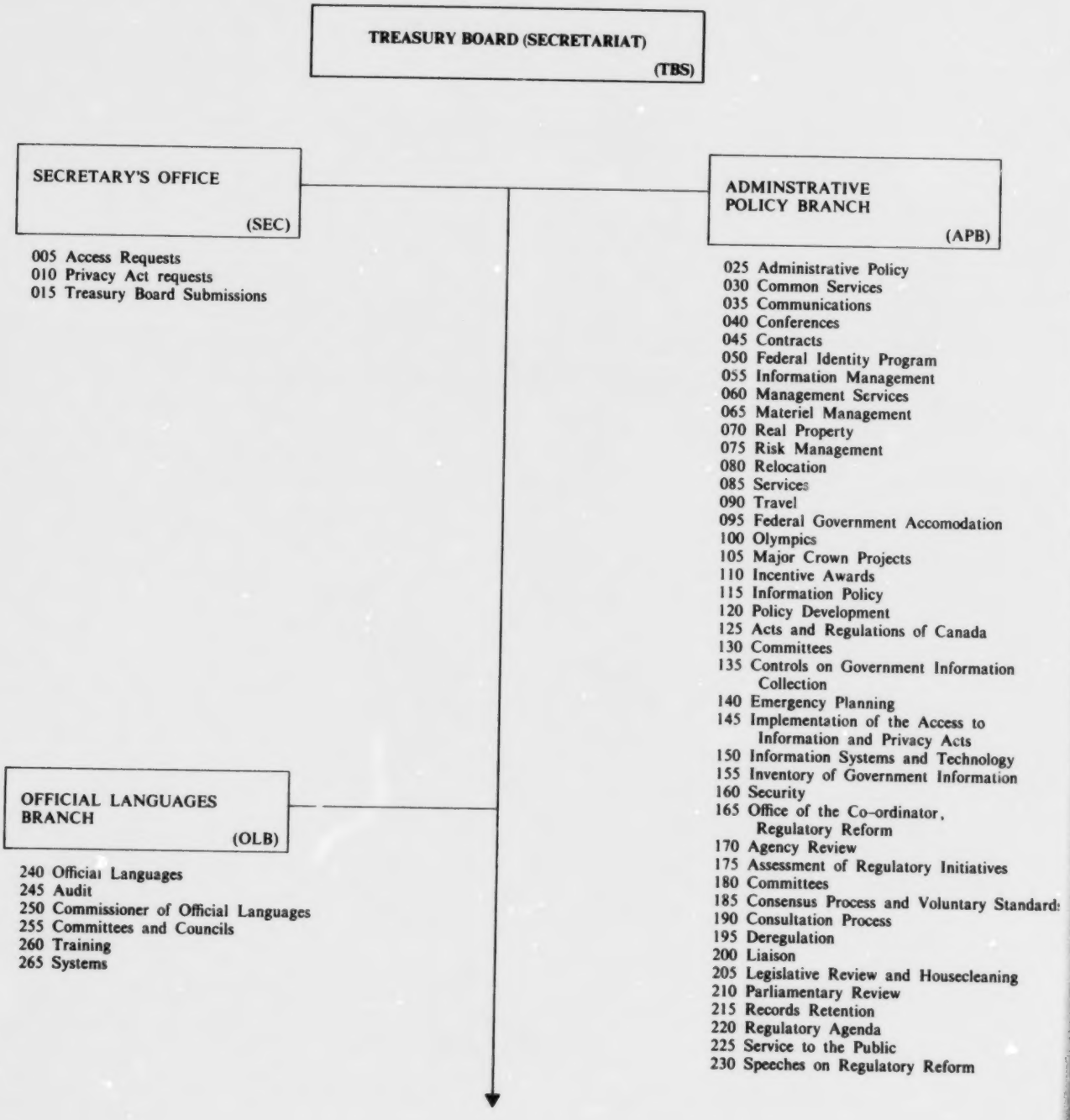
Deleted Classes of Records

TC-280 Harbours Under Commission

TREASURY BOARD (SECRETARIAT)

Chapter 100

TREASURY BOARD (SECRETARIAT)



TREASURY BOARD (SECRETARIAT)

PERSONNEL POLICY BRANCH (PPB)

275 Personnel Policy
280 Acts and Regulations
285 Committees
290 Conferences, Meetings, Seminars
295 Personnel Management
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385 Conditions and Benefits of Work
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395 Work Environment Design
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405 Personnel Management Information System (PMIS)
410 Population Affiliation System
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STAFF RELATIONS BRANCH (SRB)

435 Staff Relations
440 Adjudication
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455 Complaints
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465 Disputes and Strikes
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475 Labour-Management Relations
480 Negotiations
485 Payroll Deductions
490 Public Service Staff Relations Act
495 Reference of Questions of Law or Jurisdiction
500 Separate Employers
505 Statistics and Surveys
510 Systems Application and Evaluation
515 Training and Communications

PROGRAM BRANCH (PRB)

525 Government of Canada
530 Government Policy
535 Planning
540 Effectiveness Evaluation
545 Decentralization
550 Budget Co-ordination
555 Departmental Programs and Activities
560 Privatization
565 Interdepartmental Task Force on Crown Corporation Legislation
570 Crown Corporations, and Agencies

ACCESS TO INFORMATION
CO-ORDINATOR
TREASURY BOARD OF
CANADA SECRETARIAT
L'ESPLANADE LAURIER
9TH FLOOR, EAST TOWER
300 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0R5

TREASURY BOARD (SECRETARIAT)

Background

The Treasury Board is a committee of the federal Cabinet. Its President is the chairman of the committee, and its members include the Minister of Finance and four other Cabinet Ministers who are appointed by the Governor-in-Council. The Board was created by Order-in-Council in 1867 and received statutory approval in 1869. Its Secretariat was part of the Department of Finance until 1966, when it became a separate institution.

Overall Responsibilities

The Board's responsibilities, as set out in the *Financial Administration Act*, include financial management, personnel management and central administration of the Public Service of Canada. It is also responsible for the application of the *Official Languages Act* within the Public Service and serves as the employer for negotiating federal Public Service collective agreements under the *Public Service Staff Relations Act*.

Organization

The Treasury Board is served in these functions principally by the Treasury Board Secretariat, which is divided into five branches: program, personnel policy, staff relations, administrative policy and official languages. In addition, there are three offices — the Office of the Secretary, the Communications Division and the Submission Control Unit.

The Secretary is the deputy minister, who directs the work of the institution. He advises the President and the Board on all areas concerning the organization and management of the Public Service under the Board's jurisdiction. The Office of the Secretary is also responsible for the co-ordination of requests received under the *Access to Information Act* and *Privacy Act* for information held by the Treasury Board Secretariat.

The Communications Division provides the President, the Secretary and the five branches with the services, advice and expertise they require in the area of public relations, communications and publishing.

The Submission Control Unit acts as a central clearing point for all submissions received by the Board. Submissions are departmental requests for program expenditure or administrative personnel or other authorities that the Treasury Board is empowered to grant. The unit maintains files on past decisions of the Board.

Access Procedures

All requests for information under the *Access to Information Act* should be addressed to

Access to Information Co-ordinator
Treasury Board of Canada Secretariat
L'Esplanade Laurier, 9th Floor, East Tower
300 Laurier Avenue West
Ottawa, Ontario
K1A 0R5
Telephone: (613) 990-0440

Administrative Policy Branch

The branch is responsible for the development, implementation and monitoring of policies, regulations and suggested practices in a wide range of administrative matters. These policies pertain to activities of the Government of Canada in areas of real property, materiel, employee services, information management, and regulatory reform. Their purpose is to ensure honesty and prudence in the acquisition and use of administrative inputs throughout the Public Service and to guide departmental managers in the efficient and effective use of resources in support of departmental programs.

The branch is also responsible for both the Incentive Award Board Secretariat, which administers the Incentive Award Program for the Public Service, and the Common Services Review Board Secretariat, which supports an independent advisory committee providing advice on the resolution of Common Services issues.

Manuals

- Administrative Policy Manual — outlines government policy on real property, materiel, services, information management, and general administrative services

Policy Development and Revision Division

This division is responsible for all administrative policy development and revision in the areas of real property and accommodation, procurement, materiel, services, information management, communications and the Federal Identity Program. Officers of the division also draft regulations, directives and guidelines for the use of government institutions and assist government institutions generally in organizing themselves for implementation of the *Access to Information Act* and *Privacy Act*.

Policy Implementation and Review Division

This division provides advice on the implementation of administrative policies and review of Treasury Board submissions in the areas of materiel, services, information, real property and accommodation. It is also responsible for monitoring departmental implementation of administrative policies and matters relating to access to information and privacy.

Planning and Evaluation Division

This division is responsible for the Administrative Policy Manual. It provides advice on policy implementation mechanisms, develops and co-ordinates the branch's management information systems, and provides planning and analytical support to the branch. Policy evaluation is a primary function of this division, as is the Technical Advisory Group, which assists departments and agencies in carrying out socioeconomic impact studies on all new major government regulations in the areas of health, safety and fairness.

Office of the Co-ordinator, Regulatory Reform

This office was established to advise the President of the Treasury Board of Canada on regulatory reform matters and to assist in the administration and co-ordination of the government's regulatory reform program, approved by Cabinet in October 1980. The reform program focuses on three areas: legislative review and housecleaning; reform of regulatory processes; and deregulation of selected industries or activities.

Official Languages Branch

This branch develops and communicates government policies and programs for the application of the *Official Languages Act* within departments and agencies of the Government of Canada, as well as judicial, quasi-judicial or administrative bodies or Crown corporations, and to monitor, audit and evaluate their implementation and effectiveness.

In accordance with the revised policies on official languages in the Public Service issued in September 1977, the branch is responsible for producing general guidelines and criteria to provide overall direction to departments and agencies; providing technical and specialized assistance as required; reviewing the annual plans and reports of

departments for their official languages program and recommending appropriate action; auditing and evaluating departmental official languages activities; monitoring the overall progress of the Public Service towards the achievement of official languages objectives; managing the Official Languages Information System (OLIS); consulting employee representatives through the Official Languages Committee of the National Joint Council; and preparing an annual report to the government on the status and evaluation of official languages policies and programs in the Public Service.

The branch is also responsible for informing federal employees and other interested parties on the *Official Languages Act* and the government's official languages policies and programs.

To carry out its mandate, the branch is divided into a secretariat and three divisions: operations, policy, and evaluation and audit.

Secretariat

The secretariat provides controls, co-ordination and support services to organizational elements of the branch in the areas of manpower and financial resources; processes departmental submissions; develops and publishes the Branch Operations Manual; and monitors the service-wide costs of official languages programs.

The secretariat also has a documentation and reference centre to provide a quick, up-to-date information service to the branch, departments, agencies and corporations as well as to the general public on matters related to the *Official Languages Act* and government policies and programs on official languages.

Operations Division

The division advises departments and agencies on the implementation of official languages programs, which includes the preparation of annual plans and progress reports. It also analyzes these and other submissions to the Secretariat from departments, and on the basis of its analysis recommends acceptance, modification or rejection of the submissions. The division analyzes and interprets policy, particularly program operations policy in departments. It is divided into three groups; each is responsible for a specific number of departments, agencies and corporations.

Policy Division

The division formulates and systematically interprets the government's official language policies; analyzes major issues arising as a result of the application of these policies in various departments; formulates proposed policy amendments or revisions; and prepares major reviews and assessments of the impact of these policies, which include an annual report to Cabinet. These functions also include participation in the analysis of annual departmental plans to determine their consistency with current policies.

The division undertakes extensive liaison with other branches and central agencies to ensure the co-ordination of the official languages policies with other related personnel or language policies. It is divided into two groups: Policy Interpretation and Adjustment, and Policy Analysis.

Evaluation and Audit Division

This division defines appropriate indicators of program performance; analyzes data collected through the Official Languages Information System, other reporting media, analysts and audit team observations; conducts special studies; and examines trends and program effectiveness. The audit function consists of monitoring the information system data and ensuring compliance with policies through on-site audits in various departments and agencies; corrective measures are recommended where necessary.

The division also plans and establishes the systems and procedures required to give effect to government policies and to evaluate their implementation effectiveness. It is divided into three groups: Evaluation and Special Studies, Audit, and Procedures.

Manuals

- Official Languages Branch Manual
- Official Languages Administrative System Manual (OLAS), Vols. 2 and 3
- Language Training Input Manual
- Language Training Output Manual
- Treasury Board Circulars Relating to Official Languages, Vols. 1 and 2
- Official Languages Distribution Lists Manual
- Audit Guide on Official Languages

Personnel Policy Branch

The role of this branch is to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to ensure that the human resources needed to carry out government programs effectively are determined, obtained at competitive cost, managed and developed efficiently. The interests and the individual and collective rights of employees are duly taken into account.

The branch's specific areas of responsibility include general personnel management; classification, pay and human resource information system; human resources; and planning, evaluation and policy development.

Manuals

- Personnel Management Manual

Human Resources Division

The division develops and implements personnel policies and activities to ensure that the Public Service is as representative of the Canadian population as is possible and that women, indigenous people, the disabled, visible minorities and other designated groups have equality of access to jobs and opportunity for advancement in the federal Public Service. The division also supports the principle of daycare services for children of public servants. It develops and evaluates affirmative action techniques and models and advises departments on their application. It also acts as consultant to departments on the training, development, monitoring and evaluation of quality of worklife projects, and ensures the human element is considered as new technologies and productivity improvements are introduced. The division develops human resource planning policy to help government acquire and maintain a productive workforce. The division ensures the development and dissemination of training policies needed to develop human resources. It also co-ordinates human rights issues and administers the personal harassment policy which aims to correct this problem within the Public Service.

General Personnel Management Division

The division develops and advises departments on policies and programs in the areas of pensions, benefits and universally applied allowances; compensation, classification, complement control, and working conditions for the management category and excluded groups; work force adjustment; performance review and employee appraisal; personnel administrator development; and occupational health and safety. The division provides advice on organizational issues of concern to the Treasury Board, and also provides co-ordination and advisory services to the branch in such areas as legislation, authorities and policies, in addition to administering the Personnel Management Manual.

Manuals

- Personnel — A Manager's Handbook
- Handbook on Occupational Health and Safety
- Personnel Management Manual

Classification, Pay and Human Resource Information Systems Division

The division provides advice on organizational issues of concern to the Treasury Board; reviewing, developing and maintaining classification policies and procedures; co-ordinating training programs in the areas of classification and staff relations; processing of complaints filed under the equal pay provisions (Section 11) of the *Canadian Human Rights Act;* recommending policies and implementing the personnel management information system; recommending and implementing policies for pay systems and co-ordinating pay administration in the Public Service.

Manuals

- Pay Administration Manual
- Data Element Dictionary
- Lexicon of Terms and Definitions Relating to Personnel

Planning, Evaluation and Policy Development Division

The division co-ordinates and develops with specialist divisions of the branch and through the branch management team, the revision, establishment and integration of the various personnel policy elements into a balanced and cohesive government-wide system of personnel policy. It reviews the design integrity and effectiveness of the total Public Service personnel policy system and develops new approaches to personnel policy, practice or procedure for an effective and responsible personnel policy system. The division also manages the Temporary Assignment Program (TAP).

Staff Relations Branch

The branch is responsible for conducting labour negotiations on the employer's behalf in the federal Public Service as described in Schedule I, Part I, *Public Service Staff Relations Act* (PSSRA); and, in the process, for carrying out consultations with unions at the national level and in the National Joint Council; and for engaging in effective two-way communication with departmental management. The branch conducts, administers and advises on collective bargaining, negotiations, consultations, exclusions, designations, grievances and adjudication, certification, and employee-employer relations training. It is also responsible for compensation analysis for groups subject to collective bargaining, compensation determination for the Canadian Forces and the RCMP, and the conduct of various research, analytical and statistical services for the Personnel Policy Branch (PPB).

Manuals

- Index of Adjudication Decisions
- Index of Managerial and Confidential Exclusions
- Negotiations and Settlement Report

Program Branch

The branch is responsible for the following functions

- the provision of analyses and recommendations to the Treasury Board to assist it in decisions on departmental Multi-year Operational Plan proposals, the Estimates (both Main and Supplementary) and Treasury Board submissions; the records on submissions other than operational plans and estimates are maintained by the Submission Control Unit;
- the provision of support to the President of the Treasury Board in his capacity as a member of every Cabinet committee, in the form of information and advice on departmental submissions to Cabinet; and the operation of the decision-making and resource allocation system (the recording and reporting of the expenditure plans of the government, including the resource implications of all Cabinet decisions and the status of commitments on a multi-year basis);
- the production of multi-year forecasts of spending requirements and the reporting of these forecasts to the Priorities and Planning Committee as part of its review of fiscal plans;
- the development and maintenance of systems and the issue of the instructions and directives necessary to meet the above requirements.

To fulfil these responsibilities, branch staff is required to maintain close working relationships with departmental managers and officials of the Department of Finance and the Privy Council Office.

Manuals

- Policy and Expenditure Management System

Budget Co-ordination Divisions

The Budget Co-ordination Divisions include the Estimates Division and Expenditure Analysis Division.

Estimates Division

This division issues the manuals of instructions on the preparation of multi-year operational plan submissions. It compiles central records for estimates and operational plan submissions, Treasury Board Secretariat recommendations and decisions on those submissions. These central records form the main sources of information on government expenditures, commitments and plans. The division also keeps the accounts for expenditure allotments and for centrally financed votes.

The Estimates Division has a major operational role in the technical production of main and supplementary estimates, including advice to analysts in matters of vote wording, expenditure coding and allotment control. The division is also responsible for scheduling, preparing and documenting the *Estimates Act* and *Appropriation Act* and supporting the President at the tabling of these Acts and the related press conferences.

Expenditure Analysis Division

The division is responsible for the central expenditure control function that the branch carries out on behalf of the government. Periodic detailed projections of government spending based on alternative economic and government policy scenarios are prepared in co-operation with the program divisions; analyses of historical and projected future spending patterns are then submitted for Cabinet consideration. Once the expenditure framework has been established, the division is responsible for monitoring subsequent Treasury Board, Cabinet Committee and Cabinet decisions with expenditure implications, changes in the forecast requirements for statutory programs, and the effects of any special spending control initiatives such as expenditure reductions or directed lapses. The division prepares weekly reports for the Treasury Board and the policy committees of Cabinet on the status of expenditure commitments within the approved framework and on expected total outlays for the current and future years. These records are maintained on an "envelope" basis (corresponding to particular policy sectors) as well as at the aggregate level. The above-mentioned central expenditure control duties require a close working relationship with the Department of Finance (particularly the Fiscal Policy Division),

Social Development, and the Secretariats of the Privy Council Office, which support the policy committees.

The division co-ordinates special branch activities that cross program division lines, in particular, advice to the President of the Treasury Board and the Minister of Finance on expenditure issues relating to the annual fiscal planning exercise, which entails the collection, consolidation and analysis of detailed information or recommendations from the Program Divisions; the presentation of alternatives for consideration; and analysis and comparison of provincial and international expenditure trends. The division also prepares all related Cabinet documents and the Government Expenditure Plan "Part I" which is tabled with the estimates. It supports the President at the tabling of these estimates and the related press conferences.

The division designs, develops, implements and operates electronic data processing systems to management specifications. These systems are based on the budgetary cycle of operational plan and reviews of estimates and other controls or analytical requirements of the branch.

Program Divisions

The Program Divisions are responsible for assessing the resource implications of departmental policies and programs and for providing advice on these subjects to the secretary, the President and the Treasury Board.

The divisions also communicate to departments the policies, directives and decisions emanating from the Treasury Board that affect the use and level of resources and monitor the implementation of the decisions as required. Interdepartmental consultation on policy and program proposals to avoid duplication of effort or conflicts in mandates is also initiated by these divisions.

The specific responsibilities of the Program Divisions include

- analysis of the multi-year operational plan submissions from departments and agencies and the development of recommendations on the allocation of resources;
- analysis of and advice on departmental submissions to the Board, which include requests for additional financial or personnel resources, proposals for the classification of accounts, authority to levy fees, and approval of specific capital projects (records on these submissions are maintained by the Submission Control Unit);
- analysis of Cabinet documents, including the preparation of briefing material and recommendations for the President of the Treasury Board;
- participation in interdepartmental meetings on the development or implementation of government policies and programs;
- monitoring of the implementation of government policies and programs by departments;
- assessment of the efficiency of departmental programs and operations;
- co-ordination of resource proposals between departments and agencies as required to minimize duplication and to ensure, where possible, that appropriate interdepartmental consultation has taken place before proposals are placed before Ministers; and
- maintenance of liaison with the Privy Council Office, the Department of Finance, the Office of the Comptroller General and other agencies as well as other branches of the Secretariat in the discharge of their responsibilities.

Crown Corporations Directorate

The directorate was created to act as the focal point within the central agencies for the government's relations with Crown corporations and as such is jointly managed by the Treasury Board Secretariat and the Department of Finance.

It was established through the integration of the resources responsible for Crown corporations activities in the government finance division of the Department of Finance and the Crown corporations division of the Treasury Board Secretariat.

This new directorate is a "common service unit" for both the Treasury Board Secretariat and the Department of Finance with regard to Crown corporations. It reports jointly to the assistant deputy minister, Economic Programs and Government Finance Branch, and to the deputy secretary, Program Branch, Treasury Board Secretariat.

The directorate has primary responsibility for advising the President and the Treasury Board on the financial requirements of Crown corporations and their subsidiaries and for the development of policy (and legislation) governing Crown corporations in general.

Specific responsibilities of the division include

- the provision of advice and recommendations to the President and the Treasury Board on estimates and other submissions to the Board on Crown corporations;
- the provision of advice and recommendations to the President and the Treasury Board on the operating budgets, capital budgets and corporate plans of Crown-owned corporations;
- the analysis of Cabinet documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Board;
- the development of policy (and, periodically, legislation) on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and
- the undertaking of special projects from time to time at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

Classes of Records

TBS/SEC-005 *Formerly Identified as:* NO REFERENCE
Access Requests (New)
Description: Requests under the *Access to Information Act* to access records under the control of Treasury Board Secretariat; replies to such requests; revelant information to the processing of such requests. Information is used to process requests, for research and statistical purposes.

TBS/SEC-010 *Formerly Identified as:* NO REFERENCE
Privacy Act Requests (New)
Description: Requests under the *Privacy Act* to access records under the control of the Treasury Board Secretariat; replies to such requests; information relevant to the processing of such requests. Information is used to process requests, for research and statistical purposes.

TBS/SEC-015 *Formerly Identified as:* NO REFERENCE
Treasury Board Submissions (New)
Description: Departmental submissions to the Treasury Board of Canada. *Topics:* Procedures; analysis; general statistical indicators; outstanding submissions and unreported decisions; screening; status reports; synopsis; Treasury Board of Canada meetings.

TBS/APB-025 *Formerly Identified as:* TB-10
Administrative Policy
Description: General information on the development, implementation, and monitoring of policies, regulations and suggested practices on a wide range of administrative matters. *Topics:* Administrative Policy Manual — manual distribution, real property, materiel, services, information management; banking; departmental role issues; Expo 86 activities — construction, essential services, federal presence, Canada Harbour Place Corporation, federal organization, legislation; planning and evaluation; refunds and remissions; restraints on administrative expenditures; Treasury Board Senior Advisory Committee (TBSAC); *Access to Information Act* and *Privacy Act*. *Retrievability:* The files are arranged by subject, group, department, agency, province, and territory as required.

TBS/APB-030 *Formerly Identified as:* TB-20
Common Services
Description: Information on services provided by a central organization in support of the programs of departments or agencies. *Topics:* Exhibitions; photographic services; Common Services Review Board.

TBS/APB-035 *Formerly Identified as:* TB-21
Communications
Description: Information on the development, revision and implementation of various government communications policies. *Topics:* Publishing; management of government advertising; special events; elimination of sexual stereotyping; expositions; visible and ethnic minorities.

TBS/APB-040 *Formerly Identified as:* TB-30
Conferences
Description: Information on policy and guidelines for conferences and control of conference sponsorship and attendance. *Topics:* Conferences.

TBS/APB-045 *Formerly Identified as:* TB-40
Contracts
Description: Information on the establishment of authority levels in five categories of contracts: construction, goods, services, consulting services and leases. In each category, there is a basic authorization level that applies to most departments, as well as higher levels, reflecting the mandates of the common service agencies, Supply and Services Canada and Public Works Canada, and other departments with major contracting activities, such as Transport Canada and Indian and Northern Affairs Canada, as appropriate. In addition, there are a number of special authorities reflecting particular departmental responsibilities. *Topics:* Contracting — bonds, securities, holdbacks, Commission of Inquiries and Royal Commissions; construction — dredging, projects, contract claims and disputes; contracting for goods; exception to Government Contract Policy Study; contracting for services — advertising and public relations, cleaning services, education and training, fee guidelines, films, television and theatre, former government officials, health and medical services, personal service contracts, protection services, reporting requirements, transportation services; contracting — liaison with associations; contracting — science and technology; contracting — tenders; Treasury Board Advisory Committee on Contracts (TBACC).

TBS/APB-050 *Formerly Identified as:* TB-41
Federal Identity Program
Description: Information on the development, revision and implementation of government policy on the Federal Identity Program. *Topics:* Application and implementation — field survey; liaison — provinces and territories; visual identity — public information, signage, stationery and forms, transportation; implementation by government organizations; titles; official languages; symbols and applications.

TBS/APB-055 *Formerly Identified as:* TB-50
Information Management
Description: Information on the implementation and evaluation of policies and guidelines on the management of data and information; also the equipment and systems required for the collection, processing and production of data and information. *Topics:* Information management — office automation; electronic data processing — committees — Advisory Committee on Information Systems, Government Electronic Data Processing (EDP) Standards Committee, liaison with departments, agencies and Crown corporations; outside practices — companies and firms; projects and studies — master plan; information banks; information technology and systems plans; telecommunications administration — annual reviews, standards, Telecommunications Advisory Committee (TAC); telecommunications administrative practices; corporate information management.

TBS/APB-060 *Formerly Identified as:* TB-60
Management Services
Description: Basic research on techniques to improve administrative and, where requested, personnel management, control and budgeting, fiscal and cost accounting, and operational systems of departments and government as a whole. *Topics:* Consulting and professional services — architectural and engineering services contracts, central inventory of management consultants, consultants and consulting services, reports.

TBS/APB-065 *Formerly Identified as:* TB-70
Materiel Management
Description: Policy information on the planning, acquisition and management of materiel, with emphasis on the acquisition of goods, the use and management of electronic data processing equipment, and the management of large capital projects. *Topics:* Materiel; clothing; materiel management — acquisition (lease or purchase), disposal, effectiveness, loans; motor vehicles — acquisition, administration and operations, policy evaluation; office equipment and supplies; office furniture and furnishings; Supply Advisory Committee; procurement review — Procurement Policy Advisory Committee (PPAC), Procurement Review Committee.

TBS/APB-070 *Formerly Identified as:* TB-110
Real Property
Description: Information on government policy for the cost-efficient management of federal real property. *Topics:* Work environment, acquisition, use and disposal of real property — acquisition; leasing and licensing regulations, National Capital Region; cost control of projects; energy conservation; federal land management — transactions and Area-Screening Canada Program; food facilities; living accommodation charges; parking charges — departments, agencies and Crown corporations submissions, grievances, survey of core area parking.

TBS/APB-075 *Formerly Identified as:* TB-120
Risk Management
Description: Information on the identification of risk, its reduction to a minimum prior to an undertaking, containment of the effect during or following a harmful or damaging incident, and any resulting compensation or restoration. *Topics:* Compensation; restoration; underwriting.

TBS/APB-080 *Formerly Identified as:* TB-140
Relocation
Description: Information on the relocation of employees, its cost to the public, and employer practices. *Topics:* Appointees; disposal and acquisition of accommodation; family separation and house-hunting trips; incidental expenses; shipment of effects; special applications — National Defence, Royal Canadian Mounted Police; special situations.

TBS/APB-085 *Formerly Identified as:* TB-141
Services
Description: Information on government policies for the cost-efficient provision of services in support of the programs of departments or agencies. *Topics:* Bid depositories; charitable campaigns; government vessels — aircraft operations and support, naval architectural and engineering support, Privy Council Office Task Force on Integration, sea and air operations; hospitality — gifts and mementos; metric screening services; taxis; temporary help services.

TBS/APB-090 *Formerly Identified as:* TB-150
Travel
Description: Information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. *Topics:* Accommodation; commercial transportation — commercial air; employee-driven vehicles — privately owned vehicles; exceptions to the policy; meals and incidentals; National Joint Council Committee; special travel situations; travel agencies.

TBS/APB-095 *Formerly Identified as:* TB-160
Federal Government Accommodation
Description: Information on the design and construction of federal accommodation. *Topics:* Office accommodation — accommodation program of Public Works, departments, agencies and Crown corporations; Functional Space Standards Study; utilization reports; provision of accommodation and services.

TBS/APB-100 *Formerly Identified as:* TB-170
Olympics
Description: Information on the Olympic Corporation; revenue-generating programs; federal involvement. *Topics:* Accommodation; activities; acts and legislation; briefing notes for Ministers; coins; committees; departments; agencies and Crown corporations; facilities; host broadcaster; Loto Canada; Olympic Lottery; operation of the Games; other games; other governments; quarterly reports; security; stamps.

TBS/APB-105 *Formerly Identified as:* TB-180
Major Crown Projects
Description: Information on the planning, budgeting and execution of major Crown projects. *Topics:* Information on facilities and equipment projects with an estimated cost of at least $100 million of public funds or projects of lesser value but of special significance.

TBS/APB-110 *Formerly Identified as:* TB-190
Incentive Awards
Description: Information on persons employed in the Public Service who may be awarded for the outstanding performance of their duties, for other meritorious achievement in relation to those duties, and for inventions or practical suggestions for improvements. *Topics:* Long Service Award; Merit Award; Outstanding Achievement Award; Reporting; Resource Management Award; Senior Officer Retirement Certificate; Suggestion Award — Cash Awards, Liaison, Departments, Agencies and Crown corporations.

TBS/APB-115 *Formerly Identified as:* TB-200
Information Policy
Description: Information on access to information and privacy, legal interpretations, liaison with other countries, libraries and service to the public.

TBS/APB-120 *Formerly Identified as:* TB-210
Policy Development
Description: Information on the development and revision of government policy on public access to government records and personal information. *Topics:* Exemptions and exclusions; collection, retention and disposal; use; disclosure; data sharing; social insurance numbers.

TBS/APB-125 *Formerly Identified as:* TB-220
Acts and Regulations of Canada
Description: Information on acts, bills, regulations and related drafts, amendments and correspondence on access to information and privacy in Canada.

TBS/APB-130 *Formerly Identified as:* TB-230
Committees
Description: Information on ad hoc committees; advisory committees, advisory councils, etc., on access to information and privacy, and information policy. *Topics:* Computer communications; information systems, technological change; records; EDP training and development; federal micrographics; justice and legal affairs; telecommunications and text processing.

TBS/APB-135 *Formerly Identified as:* TB-240
Controls on Government Information Collection
Description: Information on the development and revision of government policy concerning the controls on government information collection. *Topics:* Statistical standards and review; paperburden controls.

TBS/APB-140 *Formerly Identified as:* TB-250
Emergency Planning
Description: Information on the development and revision of government policy on emergency planning. *Topics:* Interdepartmental Committee on Emergency Planning (ICEP); Interdepartmental Exercise Control Committee (IECC).

TBS/APB-145 *Formerly Identified as:* TB-260
Implementation of the Access to Information and Privacy Acts
Description: Information on preparations by government institutions for fulfilling the requirements of the *Access to Information Act* and *Privacy Act*, and on their experience in implementing the legislation. *Topics:* Meetings; briefings; workshops; projects; enquiries; contributions to the inventory of government information; quarterly reports.

TBS/APB-150 *Formerly Identified as:* TB-270
Information Systems and Technology
Description: Information on the development and revision of government policy for information systems and technology. *Topics:* Micrographics; telecommunications; automated office technology; electronic data processing; forms management; mail and messenger services; records management.

TBS/APB-155 *Formerly Identified as:* TB-280
Inventory of Government Information
Description: Information on the development of government policy and procedures for the preparation of a central inventory of government information to facilitate the production of the Access Register, Privacy Index, Bulletins, and in general to assist in the implementation of government information policies.

TBS/APB-160 *Formerly Identified as:* TB-290
Security
Description: Information on the development and revision of government policy on security. *Topics:* Acts, bills, regulations and related drafts; amendments; correspondence; committees.

TBS/APB-165 *Formerly Identified as:* TB-300
Office of the Co-ordinator, Regulatory Reform
Description: General information on the Office. *Topics:* Conferences; Departmental Inventory of Reform Activities, 1980; General Agreement on Technical Barriers to Trade; involvement of the Office of the Comptroller General in regulatory reform; press clippings;

quarterly bulletins; Question Period; Royal Commission on Financial Accountability (Lambert Commission); telex files; overall work program on regulatory reform.

TBS/APB-170 *Formerly Identified as:* TB-310
Agency Review
Description: Information on the reform proposals and recommendations to Cabinet by the Privy Council Office Review Group on Regulatory Reform of Crown Agencies. *Topics:* Powers, control, accountability, regulatory procedures and appointment processes of Crown agencies, including regulatory commissions, administrative and appeal tribunals.

TBS/APB-175 *Formerly Identified as:* TB-320
Assessment of Regulatory Initiatives
Description: Information on prior assessment of new regulatory initiatives, including the existing Socio-Economic Impact Analysis (SEIA) program administered by the Treasury Board of Canada Secretariat; also examination of reform proposals and recommendations on the institution of a Regulatory Impact Analysis System (RIAS) for proposed regulatory initiatives.

TBS/APB-180 *Formerly Identified as:* TB-330
Committees
Description: Information on the involvement of the Office of the Co-ordinator, Regulatory Reform, with various committees. *Topics:* Interdepartmental Committee on Regulation; Peterson Committee (Special House Committee on Regulatory Reform); Project Advisory Committee; Secretary's Executive Committee; Standing Joint Committee on Statutory Instruments; and Treasury Board Senior Advisory Committee (TBSAC).

TBS/APB-185 *Formerly Identified as:* TB-340
Consensus Process and Voluntary Standards
Description: Information on the promotion of greater reliance by federal regulators on the consensus process, such as that offered by standards writing bodies accredited under the National Standards System of Canada, for the development of technical specifications to be included in regulatory legislation, as well as greater reliance on voluntary standards as an alternative to mandatory regulations.

TBS/APB-190 *Formerly Identified as:* TB-350
Consultation Process
Description: Information on the improvement of private sector consultation on regulatory matters, including departmental reviews and proposals for improved consultative techniques and extended consultation.

TBS/APB-195 *Formerly Identified as:* TB-360
Deregulation
Description: Information on assessment of, and possible recommendations made to Cabinet by the Ministers responsible, on the deregulation of selected industries or activities.

TBS/APB-200 *Formerly Identified as:* TB-370
Liaison
Description: Information on exchanges concerning regulatory reform initiatives with the private sector, foreign jurisdictions and liaison with the provinces.

TBS/APB-205 *Formerly Identified as:* TB-380
Legislative Review and Housecleaning
Description: Information on an immediate review by federal departments of regulatory legislation to identify and eliminate obsolete, duplicative or contradictory provisions; also development of recommendations to Cabinet on the proposed Omnibus Repeal Bill.

TBS/APB-210 *Formerly Identified as:* TB-390
Parliamentary Review
Description: Information on the review and assessment of reform proposals concerning parliamentary involvement in the regulatory process.

TBS/APB-215 *Formerly Identified as:* TB-400
Records Retention
Description: Information on the co-ordination and implementation of the Cabinet decision on the deregulation of federal legislative requirements for the private sector to maintain records; also development of recommendations to Cabinet on the proposed Records Retention Omnibus Amendment Bill.

TBS/APB-220 *Formerly Identified as:* TB-410
Regulatory Agenda
Description: Information on the assessment of reform proposals and development of recommendations to Cabinet on the publication by federal regulating departments and agencies of a regulatory agenda giving advance notice of upcoming regulatory initiatives.

TBS/APB-225 *Formerly Identified as:* TB-420
Service to the Public
Description: Information on the participation by the Office of the Co-ordinator, Regulatory Reform, in the federal Task Force on Service to the Public under the direction of Supply and Services Canada; also federal initiatives on the reduction of paperburden.

TBS/APB-230 *Formerly Identified as:* TB-430
Speeches on Regulatory Reform
Description: Information on speeches by the President of the Treasury Board or officials in the Office of the Co-ordinator, Regulatory Reform.

TBS/OLB-240 *Formerly Identified as:* TB-440
Official Languages
Description: General information on official languages policy. *Topics:* Bilingual bonus; Crown corporations; decentralization; departmental official languages structures; education allowances (children of Public Servants); equitable participation; evaluation; Federal Identity Program; language of work objective; *Official Languages Act;* service to the public; staffing; studies and surveys; translation; work instruments; information programs, books and publications; language requirements of positions, identification; official languages minority groups, regional.

TBS/OLB-245 *Formerly Identified as:* TB-460
Audit (Revised)
Description: Information on reviews and appraisals of Official Languages programs/activities. *Topics:* Departments, agencies and Crown corporations; equitable participation; language of work; program management; service to the public.

TBS/OLB-250 *Formerly Identified as:* TB-490
Commissioner of Official Languages (Revised)
Description: Information studies and reports of the Commissioner as applied to the Official Languages Program in Federal Institutions. *Topics:* Complaints, reports, audits, departmental studies.

TBS/OLB-255 *Formerly Identified as:* TB-500
Committees and Councils
Description: Information on official languages policies and programs, and consultations with unions on these policies and programs. *Topics:* National Joint Council; Official Languages Committee.

TBS/OLB-260 *Formerly Identified as:* TB-680
Training
Description: Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills. *Topics:* Advanced language training program (ALTP), departmental programs, exemptions from the parameters, extension and deferments, testing; staff development.

TBS/OLB-265 *Formerly Identified as:* NO REFERENCE
Systems (New)
Description: Information on administrative systems of official languages programs. *Topics:* Co-ordination of Personnel Data Systems; language training module (LTM); initial development 1980-82; liaison with personnel application centre (PAC); liaison with personnel policy branch; liaison with Public Service Commission; micro-computers; applications; Official Languages Administrative System (OLAS); manuals; Official Languages Information System (OLIS); development, input forms, population, specifications; reports, information and statistical outputs, special reports.

TBS/PPB-275 *Formerly Identified as:* TB-710
Personnel Policy
Description: General information on personnel policy. *Topics:* Circular letters; Federal Court decisions; Royal Commission on Financial Management and Accountability (Lambert Report).

TBS/PPB-280 *Formerly Identified as:* TB-720
Acts and Regulations
Description: General information on acts and regulations concerning personnel policy.

TBS/PPB-285 *Formerly Identified as:* TB-730
Committees
Description: General information on committees and Cabinet. *Topics:* Advisory Council on Personnel Policy; economic policy; external policy and defence; government operations; Joint Parliamentary Committee on the Capital; labour relations; miscellaneous estimates; priorities and planning; public accounts; science, culture and information; security and intelligence; social policy.

TBS/PPB-290 *Formerly Identified as:* TB-740
Conferences, Meetings, Seminars
Description: General information on conferences, meetings and personnel seminars. *Topics:* Directors of Personnel; executive seminars; federal-provincial conferences; industrial relations seminars; Séminaire d'été Canada Outre-Mer (SECOM).

TBS/PPB-295 *Formerly Identified as:* TB-750
Personnel Management (Revised)
Description: Information on the planning, development and review of personnel policies and practices and the management of the Temporary Assignment Program.

TBS/PPB-300 *Formerly Identified as:* TB-770
Affirmative Action
Description: Information on programs aimed at the improvement of the representation and distribution of women, indigenous people, the disabled and visible minorities within the Public Service.

TBS/PPB-305 *Formerly Identified as:* TB-780
Daycare Services
Description: Information on the review of departmental submissions to set up daycare centres for the children of public servants at their place of work and to monitor the implementation of these projects.

TBS/PPB-310 *Formerly Identified as:* TB-790
Equal Opportunities for Women
Description: Information on initiatives for the increased participation of women in the Public Service. *Topics:* Committees; implementation.

TBS/PPB-315 *Formerly Identified as:* TB-800
Increased Participation of Indigenous People
Description: Information on the increased participation of Indian, Métis, non-status Indian and Inuit people in the Public Service of Canada. *Topics:* Committees; Northern Careers Program; implementation.

TBS/PPB-320 *Formerly Identified as:* TB-810
Increased Participation of the Physically and Mentally Disabled
Description: Information on the increased participation of disabled workers in the federal Public Service. *Topics:* Consultations; committees; implementation.

TBS/PPB-325 *Formerly Identified as:* TB-820
Quality of Worklife
Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. *Topics:* Quality of Worklife Committee; conferences and seminars; consultants; consultations.

TBS/PPB-330 *Formerly Identified as:* TB-821
Human Resource Planning
Description: Information on human resource planning and related policies. *Topics:* Planning; employee performance appraisals; foreign countries; management category — resourcing strategy; post control.

TBS/PPB-335 *Formerly Identified as:* TB-822
Training Policy
Description: Information on training, policies, standards, programs, audit and evaluation. *Topics:* Training; committees and councils; courses and programs — categories and groups, departmental, educational institutions, evaluation and research, Public Service Commission, committees, reviews; educational leave; needs identification and evaluation; orientation of employees; Qualification Improvement Program.

TBS/PPB-340 *Formerly Identified as:* NO REFERENCE
Human Rights (New)
Description: Information on the administration of human rights.

TBS/PPB-345 *Formerly Identified as:* TB-830
Foreign Service
Description: Information on emoluments and special working conditions provided for personnel serving outside Canada. *Topics:* Committees; Interdepartmental Committee on External Relations (ICER); Commonwealth Secretariat; directives — committees, Heads of Posts, individual, Official Hospitality, posts, indices, revisions; locally-engaged staff; military; non-rotational assignments; outside practices.

TBS/PPB-350 *Formerly Identified as:* TB-840
Isolated Posts Directive
Description: Information on allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations without conflicting with local, social and economic conditions of the communities concerned; also, minutes on related committee meetings.

TBS/PPB-355 *Formerly Identified as:* TB-850

Occupational Health and Safety

Description: Information on the development, establishment, publication and application of occupational health and safety policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational health, safety and employee assistance programs. *Topics:* Campaigns; committees; conferences and meetings; departmental programs; employee assistance programs; first aid; guides, procedures, standards; health evaluations; health units; investigations, studies, surveys, audits; publications; reports and statistics; training; use and occupancy of buildings.

TBS/PPB-360 *Formerly Identified as:* TB-860

Personnel Management

Description: Information on the Personnel Management Manual, a guide on general policies and requirements in personnel management. *Topics:* Personnel Management Manual (PMM); classification; compensation — benefits, part-time, seasonal, term employment, pay, pay plans, rates, time off; compensation plans for unrepresented employees; compensation for service outside Canada; conduct, contents and introduction; human resources — education, training and development, programs, use, employment; occupational health and safety; pensions and insurance — health insurance, income protection, *Public Service Superannuation Act*, pensionable service, retirement; personnel management; Personnel Management Information System (PMIS); security of information; staff relations — collective agreements.

TBS/PPB-365 *Formerly Identified as:* TB-870

Human Resources

Description: Information on the development, implementation, maintenance and evaluation of policies, programs and procedures for the accurate determination, allocation, development and efficient use of Public Service employees. *Topics:* Committees; communication of policies and procedures; decentralization in the Public Service; employment and staffing — indeterminate part-time, native, committees, Northern Careers Program, Summer Student Program, temporary services; incentive programs — Public Servants' Inventions Committee; Planning — Career Assignment Program (CAP), committees, employee performance appraisal, Executive Category resourcing strategy, foreign countries; retirement, early retirement; reviews — Executive Category, Information Services Group; Information Services Group — associations, conferences and seminars, career development, committees, Donoghue Study, evaluation, inventories; reviews — Personnel Administration Group; separations — redundancy, National Joint Council on Work Force Reduction; Status of Women — child-care services, Equal Opportunities, committees, implementation; training — courses and programs, departmental, educational institutions, foreign countries, occupational categories and groups, Executive Category, Information Services Group, Public Service Commission of Canada, Career Assignment Program (CAP), research and evaluation, reviews, educational leave, needs identification and evaluation, orientation of employees; Office Communications System — Users' Group; innovative management practices.

TBS/PPB-370 *Formerly Identified as:* TB-880

Pensions and Insurance

Description: General information on pensions and insurance. *Topics:* Employee benefit surveys; employer expenditures; liability and compensation; planning and counselling; Program Forecast and Estimates; Workers' Compensation — *Government Employees Compensation Act*.

TBS/PPB-375 *Formerly Identified as:* TB-890

Insurance

Description: Information on benefit programs for employees of the federal government. *Topics:* Blue Cross; dental care; federal employees; disability insurance; enrolment and participation; financial information; Royal Canadian Mounted Police; Group Surgical Medical Insurance Plan (GSMIP); benefits; committees; coverage; financial information; hospital insurance (outside Canada) plan and payments; locally engaged employees' health insurance, in the United States; National Joint Council Standing Committee on Health Insurance Programs; Public Service Health Insurance Regulations; provincial health insurance cost sharing; Public Service Management Insurance Plan — benefits, Board of Trustees, eligibility, financial information; Servicemen's Income Security Plan (SISP); sick leave; hospital insurance and diagnostic services, committees, provinces and territories; medical care — provinces and territories; Pharmacare; Unemployment Insurance — committees, coverage, financial information; insurance — federal employees, maternity allowances.

TBS/PPB-380 *Formerly Identified as:* TB-900

Pensions

Description: Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, employees engaged locally at Canadian foreign posts and international fisheries commissions of which Canada is a member; general information on pension matters and social security benefits. *Topics:* Agencies and corporations; pensions — Canada Pension Plan, *Canadian Armed Forces Superannuation Act*, Canadian Government Annuities, *Diplomatic Service Superannuation Act*, foreign countries, *Governor General's Retiring Annuities Act*, international fisheries, *Judges Act*, *Lieutenant Governors' Superannuation Act*, locally engaged employees contributory pension plans, locally engaged employees social security, Locally Engaged Employees (non-contributory) Pension Regulations, *Members of Parliament and Senators Retiring Allowances Act*, *Pension Benefits Standard Act*, provincial pensions; *Public Service Superannuation Act*, agencies and corporations, contributory status, elective service, financial information, Newfoundland employees, Pilotage Authorities, *Public Service Pension Adjustment Act* 1959; Reciprocal Transfer Agreements — cities, Crown corporations, hospitals, provinces, universities, retirement benefits, Supplementary Death Benefits, Indian Bands.

TBS/PPB-385 *Formerly Identified as:* TB-910

Conditions and Benefits of Work

Description: General information on the different conditions and benefits of work which apply in the federal Public Service. *Topics:* Adaptable work patterns — compressed work week, departmental programs, evaluation, flexible working hours; Canada Labour Standards Code; hours of work — overtime; leave — continuity of employment, severance pay, special leave, vacation, leave without pay; surveys; time off; holidays; transfer from federal to private or provincial jurisdiction; commuting assistance; dual employment in public service.

TBS/PPB-390 *Formerly Identified as:* TB-920

Pay

Description: General information on the pay system in the federal Public Service. *Topics:* Wage theory; pay principles, policies and practices; pay administration; salary and wage determination; classification and pay; factors affecting pay determination; wage and salary surveys; wage and salary administration; control and comparison of salary levels; negotiations with Great Lakes pilots; inquiries; central administration; pay policy; pay plans; student-hiring programs; effective dates of pay revision; scientific research group; scientific research groups — departments; Special Assignment Pay Plan (SAPP); management category compensation in the Public Service; exempt and excluded classes — administration; Ministers'

exempt staff; fees; premium pay for duties performed; pay for time not worked.

TBS/PPB-395 *Formerly Identified as:* TB-930
Work Environment Design
Description: Information on the review of current policies affecting the design of work environments and possible recommendations for changes to ensure that human needs are given proper consideration in the establishment of such policies and related standards, procedures and practices.

TBS/PPB-400 *Formerly Identified as:* TB-950
Organization
Description: Information on organizational issues of concern to the Treasury Board, the management of the Executive Complement and SM and equivalent (Senior Management Group Complement) control programs, and the management of the Temporary Assignment Program. *Topics:* Committees; decentralization; departments and agencies; higher salaried personnel freeze ($30,000 freeze); planning and evaluation groups; executive and equivalent positions; studies and surveys; Temporary Assignment Program (TAP).

TBS/PPB-405 *Formerly Identified as:* TB-931
Personnel Management Information System (PMIS) (Revised)
Description: The PMIS contains individual federal employee personnel management data concerned with personnel records, attendance and leave, overtime, pay and benefits, exclusions, training and development, official languages and performance appraisals. The data is derived from department and agency personnel systems and records for whom the Treasury Board is classed as the employer under the *Public Service Staff Relations Act*. The purpose of the PMIS is to provide employer/management with personnel management statistical data in support of Treasury Board's role in collective bargaining with the Public Service unions. Statistical data is also disclosed to the Special Groups Identification Survey in order to implement and evaluate government policies relating to Affirmative Action. The PMIS also provides a record of employment for individual employees including a verification of employees by location with these government institutions, for the use of both departments and central agencies. These records are retained from five to ten years before they are destroyed. The bank is automated and contains some 300,000 records.

TBS/PPB-410 *Formerly Identified as:* TB-932
Population Affiliation System (Revised)
Description: The purpose of the Population Affiliation System is to provide to central agencies and departments a standard source of data on the diverse populations of the Public Service and their particular affiliations. *Topics:* This class contains information on departments, agencies, Crown corporations and other Government of Canada entities relating to their affiliation with major acts governing personnel administration/management in the Public Service and to their affiliation with various personnel data systems set up to support this legislation and administration. *Storage Media:* Paper and automated format.

TBS/PPB-415 *Formerly Identified as:* TB-940
Classification
Description: Information on the development and maintenance of classification systems and standards for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. *Topics:* Committees; senior staff meetings; public relations; goals and projects; Language Complexity Recognition Project; audit; classification review; manpower development and training; classification operations; conversion; classification standards; classification and selection standards — integration; policy planning and research; delegation; human rights — complaints, classification grievances. *Storage Medium:* Computer.

TBS/PPB-420 *Formerly Identified as:* TB-960
Pay Administration
Description: Information on the application of pay policy and clarification of the overall responsibiltiy for pay administration, the restatement of areas of departmental and central agency responsibility, and the identification of proposed changes in processes and activities. *Topics:* Pay administration co-ordination; pay policy interpretation.

TBS/PPB-425 *Formerly Identified as:* TB-970
Personnel Data System
Description: Information program to assist users of data obtained from the central agency information systems. *Topics:* Committees; Data Element Dictionary; Kerr-Dawson Report; Personnel Applications Centre (PAC); Personnel Management Information Systems (PMIS).

TBS/SRB-435 *Formerly Identified as:* TB-980
Staff Relations
Description: General information on staff relations. *Topics:* Background Paper on Staff Relations; consultations on policy proposals of other divisions; employee associations; enquiries; Labour Agreement Data Bank (McGill University); use of employer premises by employee organizations; bilingual bonus; conferences and seminars; monthly meetings with departments; reports; Labour Canada briefing notes and memoranda to Cabinet.

TBS/SRB-440 *Formerly Identified as:* TB-990
Adjudication
Description: Information on the act or process of grievance adjudication. *Topics:* Reference to chief adjudicator under Section 98 of the *Public Service Staff Relations Act*. *Retrievability:* Files arranged by category, group, individual, association and union.

TBS/SRB-445 *Formerly Identified as:* TB-1000
Certification
Description: Information on the exclusion of persons from bargaining units because of duties and responsibilities that require them to represent the interest of the employer; also the application for certification and certification proceedings. *Topics:* Establishment of bargaining units; managerial and confidential exclusions — reports and statistics; safety and security designations.

TBS/SRB-450 *Formerly Identified as:* TB-1010
Committees and Councils
Description: Agenda, notices of meetings, memberships, etc., of committees and councils. *Topics:* National Joint Council — Standing Committees.

TBS/SRB-455 *Formerly Identified as:* TB-1020
Complaints
Description: Information on the regulations and rules of procedures of the Public Service Staff Relations Board and their application to complaints; excludes complaints on pay implementation. *Retrievability:* Files are arranged by name of individual.

TBS/SRB-460 *Formerly Identified as:* TB-1030
Discipline
Description: Information on the failure of an employee to maintain required standards of conduct and managerial response to employee misconduct; also, the procedures of the disciplinary process and the administration of discipline. *Topics:* Codes; discharges and suspensions.

TBS/SRB-465 *Formerly Identified as:* TB-1040
Disputes and Strikes
Description: Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the employer's response to such activity. *Topics:* Legal proceedings — Postal Operations Group; illegal proceedings — prosecution.

TBS/SRB-470 *Formerly Identified as:* TB-1050
Grievances
Description: Information on complaints in writing presented in accordance with the *Public Service Staff Relations Act* by an employee on behalf of him or herself and/or one or more other employees of federal departments and agencies. *Topics:* Grievances, departments and agencies.

TBS/SRB-475 *Formerly Identified as:* TB-1060
Labour-Management Relations
Description: Information on Labour - Management relations in the federal Public Service. *Topics:* Management-union seminars Canada Labour Relations Council; Senior Interdepartmental Committee on Labour Relations; union-management joint consultation; issues bearing on the matter of the Post Office becoming a Crown corporation.

TBS/SRB-480 *Formerly Identified as:* TB-1070
Negotiations
Description: Information on agreements made in writing entered into under the *Public Service Staff Relations Act* between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. *Topics:* Boards, committees, tribunals; categories and groups — Postal Operations Group, Interdepartmental Committee on the Implications of the Goldenberg Recommendations; collective agreements; cost-of-living allowances (COLA); outside collective bargaining; pay analysis; pay implementation; Pay Research Bureau; reports and statistics; studies and surveys; Public Sector Compensation Restraint — non-public funds, Canadian Forces. *Storage Medium:* Computer.

TBS/SRB-485 *Formerly Identified as:* TB-1080
Payroll Deductions
Description: Information on payroll deduction privileges for union or staff association dues that apply only to employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. *Topics:* Check-off of union dues — Public Service Alliance of Canada. *Retrievability:* Files are arranged by subject, credit union, association, department and agency.

TBS/SRB-490 *Formerly Identified as:* TB-1090
Public Service Staff Relations Act
Description: Information on the *Staff Relations Act*, amendments, and related general information. *Topics:* Review — Finkelman Study.

TBS/SRB-495 *Formerly Identified as:* TB-1100
Reference of Questions of Law or Jurisdiction
Description: Information on grievances that have been referred to adjudication. *Topics:* Reference of questions of law or jurisdiction. *Retrievability:* Files are arranged by category, group, association and union.

TBS/SRB-500 *Formerly Identified as:* TB-1110
Separate Employers
Description: Information on separate employers as listed from time to time under Part II of Schedule I to the *Public Service Staff Relations Act*. *Topics:* Agencies; Auditor General; Social Sciences and Humanities Research Council; Canex; Communications Security Establishment; National Research Council; Public Service Staff Relations Board.

TBS/SRB-505 *Formerly Identified as:* TB-1120
Statistics and Surveys
Description: Statistics, surveys and requests for information on personnel policy matters.

TBS/SRB-510 *Formerly Identified as:* TB-1130
Systems Application and Evaluation
Description: Systems, their application and evaluation as they apply to personnel policy. *Topics:* Attendance, leave, Overtime Shiftwork System (ALOSS). *Storage Medium:* EDP system.

TBS/SRB-515 *Formerly Identified as:* TB-1140
Training and Communications
Description: Information on training and communications in staff relations.

TBS/PRB-525 *Formerly Identified as:* TB-1150
Government of Canada
Description: Information on the general administration, organization and management of the Government of Canada. *Topics:* Governor General; House of Commons; Library of Parliament; Prime Minister's Office; Privy Council — administration, organization and management, Cabinet decisions, Cabinet Committee operations, Scientific Secretariat; Royal Commissions; Senate.

TBS/PRB-530 *Formerly Identified as:* TB-1160
Government Policy
Description: General information on certain policies of the Government of Canada. *Topics:* Administration, organization and management.

TBS/PRB-535 *Formerly Identified as:* TB-1170
Planning
Description: Information on analysis by the former Planning and Evaluation Division of the economic content of Cabinet documents. *Topics:* Briefing material and recommendations for the President of the Treasury Board; liaison with universities and international bodies concerning government programs; speeches; evaluation of papers produced by universities; requests for publications on government studies; boards, committees, Royal Commissions; Cabinet legislation; interdepartmental committees.

TBS/PRB-540 *Formerly Identified as:* TB-1180
Effectiveness Evaluation
Description: Information on economic analysis of major programs or policies to influence decisions on resource allocation by the former Planning and Evaluation Division; also, program forecast submissions and Treasury Board submissions; participation in interdepartmental task forces concerned with the evaluation of programs and policies; consultation and advice on program evaluation methodologies and their application within the Secretariat, other departments and occasionally, provincial governments and private institutions; and maintenance of effective liaison with departments and agencies, as well as with other branches of the Secretariat and the Office of the Comptroller General. *Topics:* Effectiveness Evaluation — "A" Base Review; Operations Canada Agency — Katimavik Program; agricultural studies; Canadian nuclear programs; resources; environmental quality; benefit-cost studies; Tax and Transfer Integration (TTI); industrial studies; information systems; labour market studies; program activity structure; regional development studies; housing studies; science studies; social program and evaluation studies; Social Security Review; airport studies; models, guides; project development; Short Take-Off and Landing (STOL); education; finance and loans studies; post-secondary education; regulatory activity studies; Auditor General of Canada; financial studies; general economic conditions; government operations studies;

health studies; studies of the federal government as Employer; Real Property Acquisition Task Force; international development studies; research development studies; transportation studies; welfare studies; study on long-term education policy after 1974; pension policy; make or buy (contracting out).

TBS/PRB-545 *Formerly Identified as:* TB-1190
Decentralization
Description: The study of the Task Force Team on decentralization: the implications of relocation and other decentralization projects. *Topics:* Departments and agencies, foreign governments; questionnaires.

TBS/PRB-550 *Formerly Identified as:* TB-1200
Budget Co-ordination
Description: Information on general branch activities; current issues; the government's spending plans for Parliament (Estimates) and requests for funds and authorities (Supply Bill and Governor General's Warrants); also management of the government's contingency fund and other central systems. *Topics:* Auditor General's Reports; economic stimulation; estimates; financial administration; Governor General's Warrants; Management Information System; capital expenditures; How Your Tax Dollar is Spent; manpower allocation and control; planning, programming and budgeting; Special "A" Base Review; Canadian Transport Commission; Transport Canada; program review.

TBS/PRB-555 *Formerly Identified as:* TB-1210
Departmental Programs and Activities
Description: Information organized by individual department and agency on the general administration of departments and agencies subject to the *Financial Administration Act;* financial management programs (which include records on estimates and budgets); programs and projects. *Topics:* Main estimates; budgets; administration; departmental programs. *Retrievability:* By subject, department and agency.

TBS/PRB-560 *Formerly Identified as:* TB-1220
Privatization
Description: Information on the privatization of Crown corporations. *Topics:* Administration; advisory board; Crown corporations to be privatized and authorities; financial advisors; minutes of meetings; progress reports; public reactions.

TBS/PRB-565 *Formerly Identified as:* TB-1230
Interdepartmental Task Force on Crown Corporation Legislation
Description: Information on the ongoing analysis of Crown corporation corporate plans, capital and operating budgets, and the planning and implementation of new Crown corporation legislation. *Topics:* Interdepartmental Task Force on Crown Corporation Legislation — control, direction and accountability.

TBS/PRB-570 *Formerly Identified as:* TB-1231
Crown Corporations, and Agencies
Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing) of Crown corporations and agencies. *Topics:* Estimates; meetings; programs; administration; corporate plans; capital and operating budgets; annual reports; quarterly reports to Parliament.

Deleted Classes of Records

The following classes of records have been deleted because they have been amalgamated with others that contain similiar subject matter:

TB-450 Analysis and Evaluation
TB-470 Bicultural Development Program
TB-480 Bilingual Districts
TB-510 Crown Corporations
TB-520 Departmental Budgets for Official Languages Programs
TB-530 Departmental Official Languages Programs
TB-540 Departmental Official Languages Structures
TB-550 Federal Identity Program
TB-560 French Language Units
TB-570 Information Programs
TB-580 Language Requirements of Positions
TB-590 Language of Work Program
TB-600 National Capital Region
TB-610 Non-Federal Government Language Program and Policies
TB-620 Official Languages Act
TB-630 Official Languages Administrative System (OLAS)
TB-640 Official Languages Information System (OLIS)
TB-650 Participation of Francophone Program
TB-660 Pay Supplement
TB-670 Recruitment of Francophones
TB-690 Units Working in French (UWF)
TB-700 Work Instruments
TB-760 Treasury Board Submissions

DEPARTMENT OF VETERANS AFFAIRS

Chapter 101

DEPARTMENT OF VETERANS AFFAIRS

DEPARTMENT OF VETERANS AFFAIRS
(VAC)

DEPUTY MINISTER
(DVA)

005 Honours and Awards
010 Commemoration and Special Events
015 Relocation to Charlottetown, Prince Edward Island

VETERANS SERVICES BRANCH
(VSB)

020 Veterans Services - General
025 Hospitals and Hospital Services
030 Veterans Insurance
035 Special Program Benefits - General
040 Treatment and Treatment Services - General
045 War Veterans Allowance/ Civilian War Allowance

VETERANS LAND ADMINISTRATION
(VLA)

050 Veterans Land Administration - General
055 Eligibility and Qualification
060 Loans/Grants
065 Debt-free Settlement on Dominion or Provincial Land
070 Acquisition, Sale or Other Disposition of Lands and Other Property
075 Conveyance and Other Title Transactions
080 Special Housing Assistance for Veterans
085 Home Construction Assistance
090 Part-Time Farming (Small Holding)
095 Appraisals and Services for Other Departments
100 Taxes
105 Easements, Servitudes and Right of Way
110 Mines, Minerals and Surface Rights
115 Agriculture, Farm Development and Operation
120 Rescission and Resale
125 Insurance

DEPARTMENT OF VETERANS AFFAIRS

ASSOCIATED AGENCIES

CANADIAN PENSION COMMISSION (CPC)

005 Canadian Pension Commission - General
010 Pensions - General
015 Pensions for Death
020 Pensions for Disabilities
025 Supplementary Pensions
030 Children's Benefits
035 Civilian Pensions and Allowances

PENSION REVIEW BOARD (PRB)

005 Pension Review Board - General

BUREAU OF PENSIONS ADVOCATES (BPA)

005 Bureau of Pensions Advocates - General
010 Reference, Research and Precedents

WAR VETERANS ALLOWANCE BOARD (WVA)

005 War Veterans Allowance Board - General
010 War Veterans and Civilian War Pensions Allowances - General

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
P.O. BOX 7700
CHARLOTTETOWN, P.E.I.
C1A 8M9

DEPARTMENT OF VETERANS AFFAIRS

Background

Of the more than 600,000 Canadian men and women who served in the First World War, approximately 173,000 were wounded and 66,655 gave their lives. In addition, 1,649 men from Newfoundland (which had not yet joined Confederation) died in that war.

During the Second World War, over one million Canadians served their country. Of these, more than 44,000 were killed and approximately 55,000 were wounded. Newfoundland fatalities numbered 714.

During the Korean Conflict, more than 26,000 Canadians served with the United Nations Peacekeeping Force. The dead numbered 516 and 1,200 were wounded.

In 1985, the number of Canadian veterans is approximately 675,700 male and 32,300 female veterans.

The names of Canadians who were killed in these wars, and also the Boer War, are recorded in the Books of Remembrance. The original volumes, including the Newfoundland Book of Remembrance, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

Overall Responsibilities

The Department's mission is to manage special programs for veterans and other specified persons to compensate for death and disabilities incurred in the service of Canada, or enable them to be self-sufficient and participative members of the community, and to otherwise perpetuate recognition of wartime sacrifice and its contribution to Canada.

The purpose of some original rehabilitation programs, such as re-establishment credits, was successfully fulfilled and they were phased out. Deparmental responsibilities continue to include the administration of pensions and war veterans' allowances, medical treatment, counselling, advocacy, and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life, and programs are being tailored to meet their needs as they approach old age.

Laws and Regulations

The Department was established by the *Department of Veterans Affairs Act* R.S.C. 1970, Chapter V-1.

The duties, powers and functions of the Minister are set forth in general terms in Section 5 of the *Department of Veterans Affairs Act*. The Minister's authority to make regulations in a number of areas, subject to the approval of the Governor-in-Council, is set forth in Section 6. The series of regulations made under the *Department of Veterans Affairs Act* are as follows:

- Assistance Fund (War Veterans Allowances and Civilian War Allowances) Regulations — P.C. 1965-1213 — June 30, 1965 as amended
- Canadian National Institute for the Blind for training and after-care — P.C. 131-4861 — Sept. 14, 1951 as amended
- Guardianship of Veterans' Property Regulations — P.C. 1954-320 — March 4, 1954
- Last Post Fund Regulations — P.C. 1967-206 — Feb. 2, 1967 as amended
- Pensioners Training Regulations — P.C. 1959-947 — July 22, 1959 as amended
- Veterans Burial Regulations — P.C. 1957-1181 — Aug. 27, 1957 as amended
- Veterans Care Regulations — SOR 84709 as amended
- Veterans Estates Regulations — P.C. 1954-1536 — Oct. 6, 1954
- Vetcraft Shop Regulations — P.C. 1958-1624 — Nov. 27, 1958 as amended
- Veterans Treatment Regulations — P.C. 1962-1401 — Oct. 4, 1962 as amended

The other statutes administered by the Department under the direction of the Minister are as follows:

- Allied Veterans Benefits Act, R.S.C. 1952, Chapter 8
- Children of War Dead (Education Assistance) Act, R.S.C. 1970, Chapter C-18 as amended
- Children of War Dead (Education Assistance) Regulations P.C. 1962-1366 dated September 27, 1962, as amended
- Civilian War Pensions and Allowances Act, Part XI, R.S.C. 1970, Chapter C-20, as amended
- Fire Fighters War Service Benefits Act, R.S.C. 1952, Chapter 117
- The Returned Soldiers' Insurance Act, S.C. 1920, Chapter 54, as amended
- Returned Soldiers' Insurance Regulations P.C. 3652 dated July 31, 1952 as amended
- Soldier Settlement Act, R.S.C. 1927, Chapter 188, as amended
- Special Operators War Service Benefits Act R.S.C. 1952, Chapter 256
- Supervisors War Service Benefits Act R.S.C. 1952, Chapter 258
- Veterans Benefits Act, 1954, R.S.C. 1970, Chapter V-2 as amended
- Veterans Insurance Act R.S.C. 1970, Chapter V-3 as amended
- Veterans Insurance Regulations P.C. 1954-1392, dated September 17, 1954, as amended
- Veterans' Land Act R.S.C. 1970 Chapter V-4, as amended
- Veterans' Land Regulations P.C. 1965-952, dated May 20, 1965, as amended
- Regional Advisory Committee Regulations, P.C. 1965-941, dated May 20, 1965
- Veterans Rehabilitation Act R.S.C. 1970, Chapter V-5
- Veterans Rehabilitation Regulations P.C. 1954-1571, dated October 13, 1954, as amended
- War Service Grants Act R.S.C. 1970, Chapter W-4
- War Service Grants Regulations P.C. 1954-1572 dated October 13, 1954, as amended
- War Veterans Allowance Act, R.S.C. 1970, Chapter W-5, as amended
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, R.S.C. 1952, Chapter 297

Organization

The Department of Veterans Affairs has two operational branches: Veterans Services Branch and Veterans Land Administration.

The Veterans Affairs Portfolio consists of the Department of Veterans Affairs and four associated agencies: the Canadian Pension Commission, the Pension Review Board, the Bureau of Pensions Advocates, and the War Veterans Allowance Board, reporting to Parliament through the Minister of Veterans Affairs.

The Department of Veterans Affairs was created by Act of Parliament in 1944. Previously the care of veterans was the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World

War), and then the Department of Pensions and National Health, established in 1928.

Towards the end of the Second World War the Department of Veterans Affairs was formed to oversee expanded rehabilitation programs.

The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919.

The War Veterans Allowances Board was established in 1936, when it replaced the War Veterans Allowance Committee.

The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the *Pension Act*.

General Information

General information enquiries that do not require access to records should continue to be addressed to Public Affairs personnel in Ottawa and Charlottetown and to regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to one of the following addresses:

Ottawa

Public Affairs Division
284 Wellington Street
Ottawa, Ontario
K1A 0P4
Telephone: (613) 992-4234

Charlottetown

Public Affairs Division
Daniel J. MacDonald Building
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 566-8195

Dartmouth/Halifax

Atlantic Regional Office
P.O. Box 1002
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 426-8109

Montréal

Québec Regional Office
4545 Queen Mary Road
Montréal, Québec
H3W 1W4
Telephone: (514) 340-2030

Toronto

Ontario Regional Office
4900 Yonge Street
5th Floor
Willowdale, Ontario
M2N 6B2
Telephone: (416) 224-3879

Winnipeg

Prairie Regional Office
610-330 Graham Avenue
Winnipeg, Manitoba
R3C 4C1
Telephone: (204) 949-4163

Vancouver

Pacific Regional Office
Alvin Building
1155 Robson Street
Vancouver, British Columbia
V6E 1B9
Telephone: (604) 666-2091

Major Publications

The following publications are available, free of charge, by writing to

Public Affairs Division
Veterans Affairs Canada
284 Wellington Street
Ottawa, Ontario
K1A 0P4

- Annual Reports of the Department of Veterans Affairs, Pension Review Board, Canadian Pension Commission, War Veterans Allowance Board, and Bureau of Pensions Advocates
- Pensions for Death and Disability Related to Military Service (bilingual booklet)
- War Veterans Allowance and Civilian War Allowances (bilingual booklet)
- Funerals — Burials — Gravemarkers — Assistance Available to Veterans' Dependants (bilingual booklet)
- Benefits to Canadian Veterans Residing Outside Canada (bilingual leaflet)
- Veterans Affairs — Services and Benefits (bilingual booklet)
- Valour Remembered — Canada and the First World War (bilingual booklet)
- Valour Remembered — Canada and the Second World War (bilingual booklet)
- Valour Remembered — Canadians in Korea (bilingual booklet)
- Lieutenant-Colonel John McCrae, Soldier — Poet — Physician (bilingual pamphlet)
- The Newfoundland and Beaumont-Hamel Memorial (bilingual pamphlet)
- Canadians Who Were Prisoners of War in Europe During World War II — Report to the Minister of Veterans Affairs of a study by J. Douglas Hermann (bilingual report)
- Pension Review Board Reports — Bilingual periodical describing some of the Board's hearings for pension entitlement due to service-related disabilities.
- Memorials to Canada's War Dead (bilingual booklet)
- Veneration for Valour — an assessment of the veterans legislation, its impact on Canadian veterans and on Canada as a whole, by Joseph Schull. (Available in French as "Hommage à la Vaillance")
- The Aging Veterans Program (bilingual leaflet)
- The National War Memorial (bilingual booklet)
- The Vimy Memorial (bilingual booklet)
- Books of Remembrance (bilingual booklet)
- A Day of Remembrance (bilingual booklet)

EDP Systems

The Directorate of Informatics maintains corporate databases on veterans, their spouses and dependants, and other clients who were or

are now in receipt of benefits administered by the Department of Veterans Affairs or the Canadian Pension Commission. This information consists of items such as names, addresses, service numbers, benefits received, status of applications received and additional items required to provide service to the client in a timely and accurate manner.

Access Procedures

Requests for access to records under the *Access to Information Act* should be directed to

Access to Information and Privacy Co-ordinator
Department of Veterans Affairs
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 566-8567

For access to personal information under the *Privacy Act*, consult the Veterans Affairs chapter of the Index to Personal Information. Information concerning individuals is not included in the Access Register.

Veterans Services Branch

The Veterans Services Branch administers a broad range of economic, medical and social services benefits to qualified veterans and special categories of civilians, and their families. War Veterans Allowance and Civilian War Allowance are income support benefits intended to ensure that family income does not fall below a level provided for under legislation. Assistance Fund grants are available to allowance recipients to meet emergency needs. Pensioned orphans of veterans or members of the Armed Forces are eligible for financial assistance to pursue post secondary education.

Medical, surgical and dental treatment, including special equipment and long term care, are provided to eligible veterans and other qualified persons. Miscellaneous allowance benefits are payable in certain circumstances under the Veterans Treatment Regulations.

Veterans Land Administration

The Veterans Land Administration (VLA) manages property purchase agreements between the Director, VLA, and veterans and their heirs. More than 140,000 veterans have been settled under the *Veterans Land Act* since its inception nearly 35 years ago. The final lending deadline was March 31, 1977.

Veterans Land Administration offices are located in Saint John, New Brunswick; Montréal, Québec; Willowdale, Ontario; Saskatoon, Saskatchewan.

CANADIAN PENSION COMMISSION

The Canadian Pension Commission is charged, under the *Pension Act*, with the responsibility to administer the legislation in such a way as to recognize the obligation of the people and government of Canada to provide compensation to those members of the Armed Forces who have been disabled or have died as a result of military service. This Act also provides for the payment of pensions for surviving dependants, and allowances for exceptional incapacity, attendance and clothing. The Commission also administers Parts I to X of the *Civilian War Pensions and Allowances Act* which provides for similar awards for disability or death attributable to service during the Second World War in certain organizations or types of employment which were closely associated with the Armed Forces such as Merchant Seamen or Auxiliary Services personnel; the *Compensation for Former Prisoners of War Act* which provides for the payment of compensation for former prisoners of war, evaders and escapees, and their dependants; and the *Halifax Relief Commission Pension Continuation Act* which authorizes pension payments to certain persons injured in the Halifax explosion of 1917. As well, the Commission adjudicates on pension claims under various other acts, orders and regulations, such as the *Royal Canadian Mounted Police Act* and the Flying Accidents Compensation Regulations.

Canadian Pension Commission district offices are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy, Montréal, Québec; Ottawa, Toronto, North Bay, Peterborough, Hamilton, London, Kingston, Ontario; Winnipeg, Manitoba; Saskatoon, Regina, Saskatchewan; Calgary, Edmonton, Alberta; Vancouver, Victoria, British Columbia.

Laws and Regulations

The statutes administered by the Canadian Pension Commission are as follows:

- Pension Act R.S.C., 1970, Chapter P-7 , as amended
- Civilian War Pensions and Allowances Act (Parts I to X) R.S.C. Chapter C-20, as amended
- The Compensation for Former Prisoners of War Act S.C. Chapter C-95
- The Halifax Relief Commission Pension Continuation Act S.C. Chapter C-88

The Commission also adjudicates or makes recommendations on claims under the following:

- The Flying Accidents Compensation Regulations, P.C. 1972-2613, dated November 9, 1972
- Supplementary Pensions under the Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act R.S.C. 1952 Chapter 297
- The Special Operators War Service Benefits Act, R.S.C. 1952, Chapter 256
- The Royal Canadian Mounted Police Superannuation Act, R.S.C. 1970 Chapter R-11, as amended
- The Royal Canadian Mounted Police Pension Continuation Act, R.S.C. 1970 Chapter R-10, as amended
- The Gallantry Gratuities and Annuities Order, P.C. 1974-723, dated March 26, 1974
- Penitentiary Inmates Accident Compensation Order P.C. 1977 — October 6, 1977
- Special Indemnity Plan for Dependants of Canadian Forces Attachés TB 753619 — December 1, 1977
- The Defence Services Pension Continuation Act, R.S.C. 1970 Chapter D-3, as amended

Access Procedures

Enquiries concerning records held by the Canadian Pension Commission should be addressed to

Canadian Pension Commission
P.O. Box 9900
Charlottetown, Prince Edward Island
C1A 8V6

BUREAU OF PENSIONS ADVOCATES

The Bureau of Pensions Advocates provides a free legal service to applicants and pensioners under the *Pension Act*. It assists veterans to prepare applications for pensions and also to apply for changes in the amount of pension previously awarded. Bureau lawyers also represent veterans at hearings held under the *Pension Act*, and *War Veterans Allowance Act*.

District Pension Advocates are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy, Montréal, Québec; Ottawa, Kingston, Willowdale, Hamilton, London, North Bay, Ontario; Winnipeg, Manitoba; Regina, Saskatoon, Saskatchewan; Calgary, Edmonton, Alberta; Vancouver, Victoria, British Columbia.

Access Procedures

Enquiries concerning records held by the Bureau of Pension Advocates should be addressed to

Bureau of Pensions Advocates
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

PENSION REVIEW BOARD

This agency acts as an appeal tribunal for applicants who are dissatisfied with decisions of the Canadian Pension Commission. It is the final authority on matters of pension entitlement, the amount of money to be awarded, and the interpretation of pension legislation and regulations.

Access Procedures

Enquiries concerning records held by the Pension Review Board should be addressed to

Pension Review Board
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

WAR VETERANS ALLOWANCE BOARD

The War Veterans Allowance Board acts as a court of appeal for dissatisfied War Veterans Allowance and Civilian War Allowance applicants and recipients. It reviews decisions of departmental adjudicators to ensure that adjudication is consistent with the intent of the legislation and is uniformly applied throughout Canada. The Board adjudicates pursuant to specific sections of the legislation where it has sole jurisdiction, provides interpretation of the Acts and Regulations and advises the Minister on the Regulations.

Laws and Regulations

The legislation under which the Board adjudicates is as follows:

- War Veterans Allowance Act, R.S.C. 1970 Chapter W-5, as amended
- Veterans Allowance Regulations, R.S.C. Chapter 1602, December 3, 1974, as amended
- Part XI, Civilian War Pensions and Allowances Act, R.S.C. 1970 Chapter C-20, as amended

Access Procedures

Enquiries concerning records held by the War Veterans Allowance Board should be addressed to

War Veterans Allowance Board
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

Classes of Records

The first three classes of records contain information on programs and activities that cannot be attached to a particular organizational unit or function.

VAC/DVA-005 *Formerly Identified as:* VAC-10
Honours and Awards
Description: Information on the issue and replacement of First and Second World War Campaign Stars, medals, Service Buttons and Silver Memorial Crosses. *Topics:* Eligibility; mounting and wearing of decorations, Campaign Stars and medals; Gallantry Awards; Campaign Stars and medals — First and Second World Wars; War Service Buttons; Silver Memorial Cross.

VAC/DVA-010 *Formerly Identified as:* VAC-20
Commemoration and Special Events
Description: Information on the planning and direction of commemorative events for wars, battles and campaigns; domestic and overseas pilgrimages and tours; National War Memorial and other memorials. *Topics:* Annual Vimy ceremonies; annual Remembrance Day ceremonies — Ottawa; major overseas commemorations — Korea, France (D-Day, Somme, Dieppe, Vimy), Hong Kong, Italy, Belgium, Holland; commemorations — Canada; visits and tours, overseas and Canada.

VAC/DVA-015 *Formerly Identified as:* VAC-30
Relocation to Charlottetown, Prince Edward Island
Description: Information on the co-ordination of the planning and implementation of all activities related to the relocation of the Portfolio headquarters from Ottawa to Charlottetown, Prince Edward Island. *Topics:* Relocation Task Force; construction of new building; organization development, double banking, training; accommodation planning; support services; liaison with provincial, federal, municipal governments and veterans organizations; site selection; Ottawa core group; committees, studies, publications and briefings; housing, education and language training in Prince Edward Island; public relations; social, cultural and economic impact on Prince Edward Island; employees relocating to Charlottetown — two-year guarantee; non-relocating employees — reassignment, training.

Veterans Services Branch

VAC/VSB-020 *Formerly Identified as:* VAC-40
Veterans Services — General
Description: Information on the maintenance and improvement of the quality of service to veterans, their dependants and survivors. *Topics:* Client Services — general; veterans counselling services; community health services; Aging Veterans Program; chaplaincy services; geriatrics and gerontology; provincial social assistance programs.

VAC/VSB-025 *Formerly Identified as:* VAC-50
Hospitals and Hospital Services
Description: Records and manuals on hospital services in general, the departmental hospital and veterans' homes, and contract hospitals. *Topics:* Hospital services — general; departmental hospital and homes — general; Saskatoon Veterans Home, Rideau Veterans Home, Ste.-Anne-de-Bellevue Hospital; contract hospital and home beds — general (by name of hospital); transfer of hospitals to provincial jurisdiction (by name of hospital); per diem rates; admissions and discharge procedures; accreditation; medical consultants, doctors, nurses; out-patient services, day hospitals; clinical laboratory and pathology services; electronencephalography,

electrocardiography; respiratory services; physiotherapy; occupational and speech therapy; radiology; pharmacy services; medical social services, infection control; surgery; intensive care; nursing services; dietetics; psychiatric services; anesthesiology; recreation.

VAC/VSB-030 *Formerly Identified as:* VAC-60
Veterans Insurance
Description: Information on the administration of life insurance policies purchased by veterans, their widows and certain civilian personnel of the First and Second World Wars and the Korean Conflict. *Topics:* Veterans Insurance (Second World War) — General; Returned Soldiers Insurance (First World War) — general; special rates and values; endorsements, medical eligibility; rulings — assumption of risk, beneficiaries, disablilty, eligibility; payment of proceeds, premiums, surrenders, succession duties, income tax on veterans insurance; statistics and statements; insurance contracts.

VAC/VSB-035 *Formerly Identified as:* VAC-70
Special Program Benefits — General
Description: Information on a wide range of special benefit programs for veterans, their dependants and other specified persons. *Topics:* Special program benefits — general; benevolent funds — signals, Royal Canadian Air Force, Royal Canadian Army, Royal Canadian Navy; Commonwealth War Graves Commission — general (records relating to specific memorials, files by name of memorial, i.e. Beaumont Hamel, Vimy); disablement fund; educational assistance — general, eligibility of educational institutions; estates management; European operations, assistance to needy Canadian veterans overseas, Canadian Veterans Association of the United Kingdom; funerals, burials and gravemarkers; hearing assistance for veterans; Last Post Fund; memorials, cemeteries and graves — general, foreign countries (by name of cemetery), departmental cemeteries and plots (by name of cemetery), provincially-owned cemeteries (by province); Paraplegic Assistance Program; pensioners training; post-discharge benefits — re-establishment credits, war service gratuities, rehabilitation; grants to the Royal Canadian Legion; trust funds — general (individual trust fund filed by name of trust fund); Vetcraft.

VAC/VSB-040 *Formerly Identified as:* VAC-80
Treatment and Treatment Services — General
Description: Information on the provision of medical, surgical and dental treatment, prosthetic and other appliances, and long term care to eligible veterans and other qualified persons at departmental institutions and contract hospitals, and through local health facilities, by the doctor, hospital, pharmacist and prostheticist of the patient's choice. *Topics:* Treatment and treatment service — general, tropical diseases, strongyloidiasis, prisoners-of-war; agreements with foreign countries (by name of country); treatment of other authorized personnel (e.g., Royal Canadian Mounted Police, foreign students); entitlement/eligibility for allowances, compensation for loss of earnings, assistance with clothing, comforts, transportation, housekeeping, in-patient/ out-patient; dental services; ambulance services; admissions; hospitalization care — general, long term care, chronic care, British Columbia Long Term Care Program, alcoholism, hospitalization co-payments; Medical and hospital insurance — general, by province, provincial medicare plans, by province, agreements with provinces for treatment of mental diseases and tuberculosis; doctor-of-choice, chiropractic treatment, chiropodists, podiatrists, acupuncturists; pain clinics; pharmacy services — general, Blue Cross agreements, drug costs; agreements with pharmacy associations by province; special equipment — general, hospital beds, driving aids, hearing aids, orthopedic footwear, wheelchairs, oxygen, cyclo-massage products, sick-room equipment loan service; eyeglasses and other optical aids, optometrists, opticians, provincial optometrist agreements, by province; home modifications — general, ramps, housekeeping, groundskeeping; prosthetics and orthotics, artificial limbs, stump socks, transfer of prosthetic centres; program medical advisor, regional medical advisors, senior treatment medical officer, health care teams.

VAC/VSB-045 *Formerly Identified as:* VAC-90
War Veterans Allowance/Civilian War Allowance
Description: Information on the provision of allowances for persons who meet service eligibility requirements and who, because of age or incapacity, are unable to work and have insufficient income for maintenance as determined by an income test. *Topics:* War Veterans and Civilian War Pensions Allowances — general; adjudications and decisions — general, precedent decisions, War Veterans Allowances "Holds"; procedures for cheques; eligibility — general, civilian and domestic status, age, residence, medical, service requirements; other income — general, and by type of income; payment of allowances — general, cessation of payment, rates, administered accounts, start date of payments; overpayments — general, deletion, recovery, retroactive adjustments, Crown debts, fraud, remission of overpayment; veterans population statistics; BDS — packages "B" and "C", Automatic Bring Forward.

VAC/VLA-050 *Formerly Identified as:* VAC-100
Veterans Land Administration — General
Description: Records of a general nature relating to the operation of Veterans Land Administration. *Topics:* Veterans Land Administration — general; history of veterans land legislation; natural disasters; terms of agreement, absentee veterans; Committee on Demobilization and Rehabilitation; projects related to the Magdelen Islands, Newfoundland Labrador Home Repair Program and other special projects; rights to a property of veterans's spouse; deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the director.

VAC/VLA-055 *Formerly Identified as:* VAC-110
Eligibility and Qualification
Description: Correspondence relating to eligibility to apply for benefits under the *Veterans Land Act*, certificates of qualification and cancellation of certificates of qualification, termination date for acceptance of loan applications. *Topics:* Eligibility — general, persons formally under Soldiers Settlement, Polish Veterans, recipients of War Veterans Allowance, aged veterans, dual service medical fitness, re-establishment credits, duplication of benefits, *Veterans Business and Professional Loans Act*, Canadian Army Special Force, Fire Fighters, Ferry Command, Merchant Marine, members of His Majesty's Forces other than Canadian, Allied Forces, Special Duties Personnel, Regular Forces, Interim Forces, all categories of veterans, native veterans, *Natiol Resources Mobilization Act* personnel.

VAC/VLA-060 *Formerly Identified as:* VAC-120
Loans/Grants
Description: Includes records relating to policies on lending operations and the administration of loans and grants to veterans, and provincial and private housing loan programs. *Topics:* Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or name of lender); mortgages in escrow.

VAC/VLA-065 *Formerly Identified as:* VAC-130
Debt-Free Settlement on Dominion or Provincial Lands
Description: Includes records relating to debt-free settlement and to non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans who settle on Indian Reserve lands. *Topics:* Establishment of veterans on provincial and Dominion lands-general, debt free settlement agreements with provinces (filed by province), reservation land in the Yukon and Northwest Territories, tax arrears on Dominion land, national parks, agreement of sale, non-repayable grant, additional farm credits, grants to Indian veterans for establishment within Indian Reserves,

Métis veterans, land clearing and breaking and other permanent improvements.

VAC/VLA-070 *Formerly Identified as:* VAC-140
Acquisition, Sale or Other Disposition of Lands and Other Property
Description: Includes records relating to the purchase or acquiring by the director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of the land or other property being sold to veterans under agreement. *Topics:* Acquisitions — general, Soldier Settlement Board properties; Japanese lands; suggested settlement areas; land purchase; land costs; statement of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition — general, partial, surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued and second establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; expropriations.

VAC/VLA-075 *Formerly Identified as:* VAC-150
Conveyance and Other Title Transactions
Description: Includes records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property. *Topics:* Preparation of conveyances and title transactions — general, delays, outstanding title cases, lost certificates of title, amendments, deeds in escrow, replacement deeds, agreements for sale, title searches, declaration of possession, joint tenancy, assignment of civilian or veteran agreements of sale, trespass and encroachment, surveys, administration fees, legal fees and disbursements, execution of documents by director, restrictive covenants and titles.

VAC/VLA-080 *Formerly Identified as:* VAC-160
Special Housing Assistance for Veterans
Description: Includes correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. *Topics:* Eligibility; request for information; low rental housing — general, low rental housing projects (arranged by name of project); co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; applications for assistance (arranged numerically).

VAC/VLA-085 *Formerly Identified as:* VAC-170
Home Construction Assistance
Description: Includes records relating to loans under the *National Housing Act* to an eligible veteran in respect of the construction by him of a single family home on suitable land and to furnish said veteran with financial, technical and other assistance. *Topics:* Construction assistance — general, construction financing, inspections, construction directives, construction courses, construction contracts, building standards, housing for handicapped and aging veterans, sales taxes, deferred construction, lagging contracts, construction reports, recovery from contractors, hydro, interest rates, liaison with Canada Mortgage and Housing Corporation service eligibility, plans.

VAC/VLA-090 *Formerly Identified as:* VAC-180
Part-Time Farming (Small Holding)
Description: Includes records relating to the purchase and/or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. *Topics:* Qualification; minimum size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; irrigation.

VAC/VLA-095 *Formerly Identified as:* VAC-190
Appraisals and Services for Other Departments
Description: Includes records relating to real estate appraisals for Veterans Land Administration and real estate appraisals and services provided for other departments and agencies. *Topics:* Appraisals — general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; real estate data bank project.

VAC/VLA-100 *Formerly Identified as:* VAC-200
Taxes
Description: Includes records relating to taxes as they affect veterans settled under provisions of the *Veterans Land Act* and advising veterans of tax implications. *Topics:* Taxes — general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; real property tax deferment.

VAC/VLA-105 *Formerly Identified as:* VAC-210
Easements, Servitudes and Right of Way
Description: Includes records relating to the granting of easements, servitudes and right of way on properties to which title is held by the director, *Veterans Land Act*. *Topics:* Easements — general, policies, hydro, oil and gas, telephone, railway and road; servitudes and rights of way; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; individual company easement files.

VAC/VLA-110 *Formerly Identified as:* VAC-220
Mines, Minerals and Surface Rights
Description: Includes records relating to mines, minerals and surface rights on lands on which veterans are settled and to which the director holds title, or lands on which veterans had previously been settled. *Topics:* Mines and minerals — general (by province), acquisition of title to mines and minerals by the director; surface and subsurface rights; provincial legislation; titles with half minerals; leases disputes; native claims; sale of timber; sale of gravel.

VAC/VLA-115 *Formerly Identified as:* VAC-230
Agriculture, Farm Development and Operation
Description: Includes records relating to counselling, training courses, advisory and supervision services on farm management operations for veterans. *Topics:* Farm management — general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; surpervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; statistics.

VAC/VLA-120 *Formerly Identified as:* VAC-240
Rescission and Resale
Description: Includes records relating to rescissions, voluntary or involuntary, on contract agreements administered by the director, *Veterans Land Act* and sale of reverted properties. *Topics:* Rescission of contract agreements — general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory boards; evictions; repossession and sale of chattels; submissions to council.

VAC/VLA-125 *Formerly Identified as:* VAC-250
Insurance
Description: Includes records relating to insurance, group — life, fire, liability, and general policies to protect the veteran's and/or public equity in the property. *Topics:* Insurance — general; mortgage clause;

liaison with insurance companies; group life insurance plan; fire insurance fund; summary of application; fire loss recovery procedure; dispositon of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; chattel insurance.

Canadian Pension Commission

VAC/CPC-005 *Formerly Identified as:* CPC-10
Canadian Pension Commission — General
Description: The Canadian Pension Commission in general and the procedures for an award and the determination of entitlement. *Topics:* Canadian Pension Commission — general; duties and powers of the Chairman and the Commission, types of appointments; trust funds (by name of trust fund); gallantry awards; procedure for application and entitlement for pension; procedure for further applications; procedure for further hearings — assessment and entitlement board hearings; benefit of doubt; pensioners living outside Canada; reparation claims; liaison with respect to pension matters with Department of National Defence, Department of External Affairs and certain countries; liaison with veterans organizations and other organizations (e.g., Canadian National Institute for the Blind).

VAC/CPC-010 *Formerly Identified as:* CPC-20
Pensions — General
Description: Pensions for disabilities or death incurred during First World War, Second World War, peacetime service, service in a Special Duty Area, service in a theatre of operations, Reserve Force service or Special Force service. *Topics:* Eligibility (nature of service); disabilities for which pension awarded (by name of disability); injuries, disease deemed to have arisen out of military service; consequential disability, payments — initial, cessation, unclaimed, final; medical condition on enlistment; documentary evidence; improper conduct; rates — Schedules A and B; recoverable compensation; imprisonment; mis-representation, fraud (penalities); income tax; prisoners of war, evaders, escapees; compassionate awards (meritorious); other income; statistics on applications and decisions for disability pension.

VAC/CPC-015 *Formerly Identified as:* CPC-30
Pensions for Death
Description: Awarding pensions to widows and other dependants of a deceased pensioner. *Topics:* Pension to widow — general; definition of "widow"; proportionate pensions to widows; marital status; entitlement for pension after death of veteran; review of assessment after death; pensions for other dependants (parents, brothers, sisters); date from which pension payable; cancellations and discontinuances; restoration of pension; one pension only; apportionment of pension; *Dominion Succession Duty Act;* Estates Tax; Schedule "B" rate.

VAC/CPC-020 *Formerly Identified as:* CPC-40
Pensions for Disabilities
Description: Assessment and payment of compensation for pensionable disabilities. *Topics:* Extent of disability; tuberculosis; paired organ or limb; medical examination; restoration of pension; date pension payable; administered pensions; payment of pension to others; sickness and burial expenses; allowances — attendance, clothing and exceptional incapacity; refusal to undergo medical or surgical treatment; table of disabilities.

VAC/CPC-025 *Formerly Identified as:* CPC-50
Supplementary Pensions
Description: Provisions for supplementary pension to certain members of Allied Forces. *Topics:* Supplementary pension — general; qualification; benefits extended; Newfoundland domicile; maximum award from other country; South African War Pensions — widows Northwest Rebellion pensions; co-operation and liaison with other countries.

VAC/CPC-030 *Formerly Identified as:* CPC-60
Children's Benefits
Description: Pensions and allowances for children of pensioners. *Topics:* Children's benefits — general; age limit; extensions — physical or mental infirmity, educational; marriage of child; adopted/foster children; payment of child's pension; children of deceased pensioners; proportionate pension for child; additional pension continued in certain circumstances.

VAC/CPC-035 *Formerly Identified as:* CPC-70
Civilian Pensions and Allowances
Description: Civilian pensions and allowances attributable to service during the Second World War in certain organizations or types of employment closely associated with the Armed Forces, and the adjudication of pension claims for civilians under various other measures. *Topics:* Civilian War Pensions and Allowances — general; merchant seamen and dependants; saltwater fishermen; the vessel "S.S. Silver Park"; Rescue Tug Service; Corps of Canadian Fire Fighters; civil defence workers; auxiliary services (by name); Royal Canadian Mounted Police — general, Special Constable Guards; Transport Command — Royal Air Force; miscellaneous air services; Red Cross workers in the Far East; Voluntary Aid Detachment; Defence Research Board; Defence Compensation Regulations; flying accidents; special operators; civilian employees of the government of Canada; penitentiary inmates accident compensation; Halifax Relief Commission; Special Indemnity Plan for Spouses of Canadian Forces Attachés.

Bureau of Pensions Advocates

VAC/BPA-005 *Formerly Identified as:* BPA-10
Bureau of Pensions Advocates — General
Description: Includes records relating to pension and War Veterans Allowance adjudication and to veterans organizations. *Topics:* Liaison with the Canadian Pension Commission relating to pension applications and appeals; liaison with the Pension Review Board relating to pension appeals; liaison with the War Veterans Allowance Board relating to allowance appeals; liaison with veterans organizations; liaison with the Department of Justice and the Federal Court of Appeals; client representation in cases of adverse interest.

VAC/BPA-010 *Formerly Identified as:* BPA-20
Reference, Research and Precedents
Description: Includes records relating to pension and allowance eligibility based on various medical conditions and/or military service, including precedents. *Topics:* Medical correspondence (by year); Medical Retrieval System; Medical conditions (by type); Military Service; EDP records of applications and appeals grouped by medical condition; copies of precedents (by year); records on appeals to War Veterans Allowance Board.

Pension Review Board

VAC/PRB-005 *Formerly Identified as:* PRB-10
Pension Review Board — General
Description: Includes records relating to the adjudicating process of the Board; appeals from decisions of the Canadian Pension Entitlement and Assessment Board; and interpretation of the *Pension Act*. *Topics:* Pension Review Board — General; hearings — general; rules of procedure; liaison with veteran organizations (filed by name of organization); interpretations of the *Pension Act* (by sections); procedures for rescinding or amending Board decisions; appointment of Chairman and Members; statistics.

War Veterans Allowance Board

VAC/WVA-005 *Formerly Identified as:* WVAB-10
War Veterans Allowance Board — General
Description: Information on the War Veterans Allowance Board in general, the role of the Board, legal opinions, Board procedures, complaints and enquiries and Board meetings. *Topics:* War Veterans Allowance Board — general; appeals, adjudications and decisions; WVAB procedures and auditor general; complaints and enquiries; legal opinions.

VAC/WVA-010 *Formerly Identified as:* WVAB-20
War Veterans and Civilian War Pensions Allowances — General
Description: Records relating to adjudication of allowances for persons (including spouses); adjudication deals with service eligibility, age and medical status, civil and domestic status, casual earnings. Also included are records relating to reports and statistics, studies and surveys as well as research papers. *Topics:* Eligibility — general; eligibility — age; residence and medical; eligibility — service requirements; income — general; income — casual earnings; income — social assistance; allowances — general; allowances — overpayment; reports and statistics; research; studies; surveys.

YUKON TERRITORY WATER BOARD

Chapter 102

YUKON TERRITORY WATER BOARD

YUKON TERRITORY WATER BOARD
(YTW)

005 Water Use Register
010 Water Use Application File
015 Licence Files

CHAIRMAN
YUKON TERRITORY WATER
BOARD
200-4114 4th AVENUE
WHITEHORSE, YUKON
Y1A 4N7

YUKON TERRITORY WATER BOARD

Background

The Yukon Territory Water Board is a nine-member quasi-judicial body appointed by and responsible to the Minister of Indian Affairs and Northern Development. Its responsibility is to manage and protect the Yukon's surface and sub-surface water resources.

Three of the nine appointed members are chosen officials from three federal government departments with specific interests in protecting the water resources in the Yukon. These departments are Indian Affairs and Northern Development, Environment Canada, and Health and Welfare Canada. Of the remaining six members, three are nominated by the government of the Yukon Territory for appointment by the Minister; the other three are appointed at the discretion of the Minister. This selection procedure ensures that the Board is representative of Yukoners in general. The chairman of the Board is appointed by the Minister.

Laws and Regulations

- Northern Inland Waters Act, 1970, Regulations approved by Governor-in-Council in 1972

Overall Responsibilities

Under the authority of the *Northern Inland Waters Act*, the Board regulates the use of water through the issuance of Water Use Licences.

Water Use Licences are issued for hard rock mining hydropower generation, municipal use in some cases, placer gold mining and other industrial purposes. A licence application received by the Board is reviewed at a public hearing, and advertised in the Canada Gazette and local newspapers; at the hearing the case is presented by the applicant before the Board; in addition, members of the public who have submitted a written notice of intention to intervene before the hearing may present arguments for or against the issuance of a licence to the applicant.

If no intervenors come forward before the date set for the public hearing, the hearing is cancelled, the Board considers the application without public input, and a licence is either issued or denied. A licence drafted by the Board generally contains terms and conditions which reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. The licence is then sent to the Minister whose signature renders it legally effective.

The regional manager, Water Resources, Yukon Region, Department of Indian Affairs and Northern Development, enforces the terms and conditions of Water Use Licences. The manager and his staff also serve as technical advisors to the Board.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to

Chairman
Yukon Territory Water Board
200-4114 4th Avenue
Whitehorse, Yukon
Y1A 4N7
Telephone: (403) 668-4884

Classes of Records

YTW/YTW-005 *Formerly Identified as:* YTWB-10
Water Use Register
Description: Official Water Use Register. *Topics:* Water Use Licences and related documents; applications for licences; supporting documents, including engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant; reasons for decision, and terms and conditions of the issued licence.

YTW/YTW-010 *Formerly Identified as:* YTWB-20
Water Use Application File
Description: Application forms describing the project, proposed water use, correspondence between the Board and applicant.

YTW/YTW-015 *Formerly Identified as:* YTWB-30
Licence Files
Description: Correspondence and other information on licences issued, such as documentation on monitoring programs and compliance with licence terms, in addition to that contained in the Water Use Register.

V. CROSS–REFERENCE INDEX OF NEW AND FORMER IDENTIFIERS

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
AECB-10	AEC/SEC-005
AECB-100	AEC/DRR-050
AECB-110	AEC/DRR-055
AECB-120	AEC/DRR-060
AECB-130	AEC/DRR-065
AECB-140	AEC/DRR-070
AECB-150	AEC/DRR-075
AECB-160	AEC/DRR-080
AECB-170	AEC/DRR-085
AECB-180	AEC/ASB-090
AECB-190	AEC/ASB-095
AECB-20	AEC/SEC-010
AECB-200	AEC/ASB-100
AECB-210	AEC/ASB-105
AECB-220	AEC/ASB-110
AECB-230	AEC/ASB-115
AECB-240	AEC/FCM-120
AECB-250	AEC/FCM-125
AECB-260	AEC/FCM-130
AECB-270	AEC/FCM-135
AECB-280	AEC/FCM-140
AECB-290	AEC/FCM-145
AECB-30	AEC/SEC-015
AECB-300	AEC/FCM-150
AECB-310	AEC/FCM-155
AECB-320	AEC/FCM-160
AECB-330	AEC/FCM-165
AECB-340	AEC/FCM-170
AECB-350	AEC/FCM-175
AECB-360	AEC/FCM-180
AECB-370	AEC/FCM-185
AECB-380	AEC/FCM-190
AECB-390	AEC/FCM-195
AECB-40	AEC/SEC-020
AECB-400	AEC/FCM-200
AECB-410	AEC/PAB-205
AECB-420	AEC/PAB-210
AECB-430	AEC/PAB-215
AECB-440	AEC/PAB-220
AECB-450	AEC/PAB-225
AECB-460	AEC/PAB-230
AECB-470	AEC/PAB-235
AECB-480	AEC/PAB-240
AECB-490	AEC/RRB-245
AECB-50	AEC/SEC-025
AECB-510	AEC/RRB-250
AECB-520	AEC/RRB-255
AECB-530	AEC/RRB-260
AECB-60	AEC/DRR-030
AECB-70	AEC/DRR-035
AECB-80	AEC/DRR-040
AECB-90	AEC/DRR-045
AGR-10	DOA/FPI-005
AGR-100	DOA/FPI-050
AGR-1000	DOA/SDM-365
AGR-1010	DOA/SDM-370
AGR-1020	DOA/PFA-505
AGR-1030	DOA/PFA-510
AGR-1040	DOA/PFA-515
AGR-1050	DOA/PFA-520
AGR-1060	DOA/PFA-525
AGR-1070	DOA/PFA-530
AGR-1080	DOA/PFA-535
AGR-1090	DOA/PFA-540
AGR-110	DOA/FPI-055
AGR-1100	DOA/PFA-545
AGR-1110	DOA/PFA-550
AGR-1120	DOA/PFA-555
AGR-1130	DOA/PFA-560
AGR-120	DOA/FPI-060
AGR-130	DOA/FPI-065
AGR-140	DOA/FPI-070
AGR-150	DOA/FPI-075
AGR-160	DOA/FPI-080
AGR-170	DOA/FPI-085
AGR-180	DOA/FPI-090
AGR-190	DOA/FPI-095
AGR-20	DOA/FPI-010
AGR-200	DOA/FPI-100
AGR-210	DOA/FPI-105
AGR-220	DOA/FPI-110
AGR-230	DOA/FPI-130
AGR-240	DOA/FPI-135
AGR-250	DOA/FPI-140
AGR-260	DOA/FPI-145
AGR-270	DOA/FPI-150
AGR-280	DOA/FPI-115
AGR-290	DOA/FPI-120
AGR-30	DOA/FPI-015
AGR-300	DOA/FPI-125
AGR-310	DOA/FPI-155
AGR-320	DOA/FPI-160
AGR-330	DOA/FPI-165
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AGR-350	DOA/FPI-180
AGR-360	DOA/FPI-185
AGR-370	DOA/FPI-190
AGR-380	DOA/RBR-195
AGR-390	DOA/RBR-200
AGR-40	DOA/FPI-020
AGR-400	DOA/RBR-205
AGR-410	DOA/RBR-210
AGR-420	DOA/RBR-215
AGR-440	DOA/RBR-220
AGR-450	DOA/RBR-225
AGR-460	DOA/RBR-230
AGR-470	DOA/RBR-235
AGR-480	DOA/RBR-240
AGR-490	DOA/RBR-245
AGR-50	DOA/FPI-025
AGR-500	DOA/MAE-255
AGR-510	DOA/MAE-260
AGR-520	DOA/MAE-265
AGR-530	DOA/MAE-270
AGR-550	DOA/MAE-275
AGR-560	DOA/MAE-280
AGR-570	DOA/MAE-285
AGR-580	DOA/MAE-290
AGR-590	DOA/MAE-295
AGR-60	DOA/FPI-030
AGR-600	DOA/MAE-300
AGR-610	DOA/MAE-305
AGR-620	DOA/MAE-310
AGR-630	DOA/MAE-315

1984 Number	1985 Number
AGR-640	DOA/MAE-320
AGR-650	DOA/MAE-325
AGR-660	DOA/MAE-330
AGR-670	DOA/RDB-420
AGR-680	DOA/RDB-425
AGR-690	DOA/RDB-430
AGR-70	DOA/FPI-035
AGR-700	DOA/RDB-435
AGR-710	DOA/RDB-440
AGR-720	DOA/RDB-445
AGR-730	DOA/RDB-450
AGR-740	DOA/RDB-455
AGR-750	DOA/RDB-460
AGR-760	DOA/RDB-465
AGR-770	DOA/RDB-470
AGR-780	DOA/RDB-475
AGR-790	DOA/SDM-375
AGR-80	DOA/FPI-040
AGR-800	DOA/SDM-390
AGR-810	DOA/SDM-395
AGR-820	DOA/SDM-400
AGR-840	DOA/RDB-480
AGR-850	DOA/RDB-485
AGR-860	DOA/RDB-490
AGR-870	DOA/RDB-495
AGR-880	DOA/SDM-380
AGR-890	DOA/RDB-500
AGR-90	DOA/FPI-045
AGR-900	DOA/SDM-385
AGR-910	DOA/SDM-405
AGR-920	DOA/SDM-415
AGR-930	DOA/SDM-410
AGR-940	DOA/COM-335
AGR-950	DOA/COM-340
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AGR-970	DOA/SDM-350
AGR-980	DOA/SDM-355
AGR-990	DOA/SDM-360
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APA-20	APA/OPD-010
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ARL-10	NRC/ARL-030
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ARL-30	NRC/ARL-040
ARL-50	NRC/ARL-045
ARL-60	NRC/ARL-050
ARL-70	NRC/ARL-055
ARL-90	NRC/ARL-060
ASB-10	DOA/ASB-595
ASB-20	DOA/ASB-600
AT-10	CIT/CIT-005
AT-20	CIT/CIT-010
BC-10	BOC/SEC-005
BC-100	BOC/SEC-050
BC-110	BOC/SEC-055
BC-120	BOC/SEC-060
BC-130	BOC/SEC-065
BC-140	BOC/SEC-070
BC-190	BOC/RES-075
BC-20	BOC/SEC-010
BC-200	BOC/RES-080
BC-210	BOC/RES-085
BC-220	BOC/RES-090
BC-230	BOC/RES-095
BC-280	BOC/MFA-100
BC-290	BOC/MFA-105
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BC-810	BOC/PDD-305
BC-820	BOC/PDD-310
BC-830	BOC/PDD-315
BC-840	BOC/PDD-320
BC-850	BOC/PDD-325
BC-860	BOC/PDD-330
BC-870	BOC/PDD-335
BC-90	BOC/SEC-045
BC-920	BOC/COM-340
BC-930	BOC/COM-345
BIOSCI-10	NRC/BSC-065
BIOSCI-100	NRC/BSC-110
BIOSCI-110	NRC/BSC-115

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
BIOSCI-120	NRC/BSC-120
BIOSCI-130	NRC/BSC-125
BIOSCI-140	NRC/BSC-130
BIOSCI-20	NRC/BSC-070
BIOSCI-30	NRC/BSC-075
BIOSCI-40	NRC/BSC-080
BIOSCI-50	NRC/BSC-085
BIOSCI-60	NRC/BSC-090
BIOSCI-70	NRC/BSC-095
BIOSCI-80	NRC/BSC-100
BIOSCI-90	NRC/BSC-105
BPA-10	VAC/BPA-005
BPA-20	VAC/BPA-010
CACSW-10	ASW/RES-005
CACSW-20	ASW/RES-010
CACSW-30	ASW/RES-015
CACSW-40	ASW/RES-020
CACSW-50	ASW/RES-025
CACSW-60	ASW/RES-030
CACSW-70	ASW/RES-035
CC-10	CAC/ART-005
CC-10	NRC/FIN-740
CC-100	CAC/AAS-050
CC-110	CAC/DAS-055
CC-120	CAC/DAS-060
CC-130	CAC/EXP-065
CC-140	CAC/EXP-070
CC-150	CAC/MAS-075
CC-160	CAC/MAS-080
CC-170	CAC/MAS-085
CC-180	CAC/MAS-090
CC-190	CAC/MUS-095
CC-20	CAC/ART-010
CC-200	CAC/MUS-100
CC-210	CAC/THS-105
CC-220	CAC/THS-110
CC-230	CAC/TOO-115
CC-240	CAC/TOO-120
CC-250	CAC/TOO-125
CC-260	CAC/TOO-130
CC-270	CAC/TOO-135
CC-280	CAC/TOO-140
CC-290	CAC/VAS-145
CC-30	CAC/ART-015
CC-300	CAC/VAS-150
CC-310	CAC/ARB-155
CC-320	CAC/WPS-160
CC-330	CAC/WPS-165
CC-40	CAC/ART-020
CC-50	CAC/AAS-025
CC-60	CAC/AAS-030
CC-70	CAC/AAS-035
CC-80	CAC/AAS-040
CC-90	CAC/AAS-045
CCA-10	CCA/BCA-005
CCA-100	CCA/BCA-030
CCA-120	CCA/BCA-035
CCA-130	CCA/BCA-040
CCA-140	CCA/BCA-045
CCA-150	CCA/BCA-050
CCA-160	CCA/BCA-055
CCA-170	CCA/BCA-060
CCA-171	CCA/BCA-065
CCA-180	CCA/BCA-070
CCA-190	CCA/BCA-075
CCA-20	CCA/BCA-010
CCA-200	CCA/BCA-080
CCA-21	CCA/BCA-015
CCA-210	CCA/COA-085
CCA-211	CCA/COA-090
CCA-212	CCA/COA-095
CCA-22	CCA/BCA-020
CCA-221	CCA/COA-100
CCA-222	CCA/COA-105
CCA-270	CCA/BCP-110
CCA-280	CCA/BCP-115
CCA-290	CCA/BCP-120
CCA-291	CCA/BPC-125
CCA-292	CCA/BPC-130
CCA-293	CCA/BPC-135
CCA-294	CCA/BPC-140
CCA-295	CCA/BPC-145
CCA-296	CCA/BPC-150
CCA-297	CCA/BPC-155
CCA-300	CCA/DRG-165
CCA-310	CCA/DRG-170
CCA-320	CCA/UFF-175
CCA-330	CCA/BPC-160
CCA-40	CCA/BCA-025
CCC-10	CCC/CCC-005
CCOHS-10	OHS/ISS-005
CCOHS-20	OHS/TES-010
CCOHS-30	OHS/TES-015
CCOHS-40	OHS/TES-20
CCOHS-50	OHS/TES-025
CCOHS-60	OHS/TES-030
CCOHS-70	OHS/TES-035
CCOHS-80	OHS/DOS-040
CCPERB-10	CPE/CPI-005
CCSS-10	NRC/CCS-140
CCSS-10	NRC/BRI-135
CCSS-20	NRC/CCS-145
CCSS-30	NRC/CCS-150
CCSS-40	NRC/CCS-155
CCSS-50	NRC/CCS-160
CCSS-60	NRC/CCS-161
CDC-10	CDC/COM-005
CDC-100	CDC/SOP-055
CDC-110	CDC/SOP-060
CDC-120	CDC/MOP-065
CDC-130	CDC/MOP-070
CDC-140	CDC/MOP-075
CDC-150	CDC/MOP-080
CDC-160	CDC/MOP-085
CDC-170	CDC/MOP-090
CDC-180	CDC/MOP-095
CDC-190	CDC/MOP-100
CDC-20	CDC/COM-010
CDC-30	CDC/COM-015
CDC-40	CDC/COM-020
CDC-50	CDC/COM-025
CDC-55	CDC/PEC-030
CDC-60	CDC/SOP-035
CDC-70	CDC/SOP-040

1984 Number	1985 Number
CDC-80	CDC/SOP-045
CDC-90	CDC/SOP-050
CFDC-10	CFD/ADM-005
CFDC-20	CFD/ADM-010
CFDC-30	CFD/DAM-020
CFDC-40	CFD/DAM-025
CFDC-50	CFD/PRO-015
CGC-10	DOA/CGC-565
CGC-20	DOA/CGC-570
CGC-30	DOA/CGC-575
CGC-40	DOA/CGC-580
CGC-50	DOA/CGC-585
CHEM-10	NRC/DCH-165
CHEM-100	NRC/DCH-210
CHEM-110	NRC/DCH-215
CHEM-120	NRC/DCH-220
CHEM-130	NRC/DCH-225
CHEM-140	NRC/DCH-230
CHEM-150	NRC/DCH-235
CHEM-160	NRC/DCH-240
CHEM-170	NRC/DCH-245
CHEM-20	NRC/DCH-170
CHEM-30	NRC/DCH-175
CHEM-40	NRC/DCH-180
CHEM-50	NRC/DCH-185
CHEM-60	NRC/DCH-190
CHEM-70	NRC/DCH-195
CHEM-80	NRC/DCH-200
CHEM-90	NRC/DCH-205
CHRC-10	HRC/RPB-010
CHRC-20	HRC/PPB-030
CHRC-30	HRC/PPB-035
CHRC-40	HRC/PPB-040
CHRC-50	HRC/CCB-015
CHRC-70	HRC/CCB-020
CHRC-80	HRC/CCB-025
CIDA-10	IDA/YVP-005
CIDA-100	IDA/YVP-040
CIDA-1000	IDA/BCD-520
CIDA-1010	IDA/BCD-525
CIDA-1020	IDA/BCD-530
CIDA-1021	IDA/BCD-535
CIDA-1022	IDA/BCD-540
CIDA-1023	IDA/BCD-545
CIDA-1024	IDA/BCD-550
CIDA-1025	IDA/BCD-555
CIDA-1026	IDA/BCD-560
CIDA-1027	IDA/BCD-565
CIDA-1030	IDA/BFD-570
CIDA-1040	IDA/BFD-575
CIDA-1050	IDA/BFD-580
CIDA-1060	IDA/BFD-585
CIDA-1070	IDA/BFD-590
CIDA-1080	IDA/BFD-595
CIDA-1090	IDA/BFD-600
CIDA-110	IDA/YVP-045
CIDA-1100	IDA/BFD-605
CIDA-1110	IDA/BFD-610
CIDA-1120	IDA/BFD-615
CIDA-1130	IDA/BFD-620
CIDA-1140	IDA/BFD-625
CIDA-1150	IDA/BFD-630
CIDA-1160	IDA/BFD-635
CIDA-1170	IDA/BFD-640
CIDA-1180	IDA/BFD-645
CIDA-1190	IDA/BFD-650
CIDA-120	IDA/YVP-050
CIDA-1200	IDA/BFD-655
CIDA-1210	IDA/BFD-660
CIDA-1220	IDA/BFD-665
CIDA-1240	IDA/BFD-670
CIDA-1250	IDA/BFD-675
CIDA-1260	IDA/BFD-680
CIDA-1270	IDA/BFD-685
CIDA-1280	IDA/RVP-720
CIDA-1290	IDA/RVP-725
CIDA-130	IDA/YVP-055
CIDA-1300	IDA/RVP-730
CIDA-1310	IDA/RVP-735
CIDA-1320	IDA/RVP-740
CIDA-1321	IDA/RVP-745
CIDA-1330	IDA/RVP-750
CIDA-1340	IDA/RVP-755
CIDA-1350	IDA/RVP-760
CIDA-1360	IDA/RVP-765
CIDA-1370	IDA/RVP-770
CIDA-1380	IDA/RVP-775
CIDA-1390	IDA/RVP-780
CIDA-140	IDA/YVP-060
CIDA-1400	IDA/RVP-785
CIDA-1401	IDA/RVP-790
CIDA-1410	IDA/RVP-795
CIDA-1411	IDA/RVP-800
CIDA-1412	IDA/RDG-710
CIDA-1430	IDA/RDG-705
CIDA-1440	IDA/RDG-700
CIDA-1450	IDA/RDG-701
CIDA-1460	IDA/RDG-690
CIDA-160	IDA/YVP-065
CIDA-170	IDA/YVP-070
CIDA-190	IDA/YVP-075
CIDA-20	IDA/YVP-010
CIDA-200	IDA/YVP-080
CIDA-220	IDA/YVP-085
CIDA-240	IDA/MVP-120
CIDA-250	IDA/MVP-125
CIDA-260	IDA/MVP-130
CIDA-270	IDA/MVP-135
CIDA-280	IDA/MVP-140
CIDA-290	IDA/MVP-145
CIDA-30	IDA/YVP-015
CIDA-300	IDA/MVP-150
CIDA-310	IDA/MVP-155
CIDA-320	IDA/MVP-160
CIDA-330	IDA/MVP-165
CIDA-340	IDA/MVP-170
CIDA-350	IDA/MVP-175
CIDA-360	IDA/MVP-180
CIDA-370	IDA/MVP-185
CIDA-380	IDA/MVP-190
CIDA-390	IDA/MVP-195
CIDA-400	IDA/MVP-200
CIDA-410	IDA/MVP-205
CIDA-420	IDA/MVP-210

1984 Number	1985 Number
CIDA-430	IDA/MVP-215
CIDA-440	IDA/SVP-220
CIDA-450	IDA/SVP-225
CIDA-460	IDA/SVP-230
CIDA-461	IDA/SVP-235
CIDA-470	IDA/SVP-240
CIDA-480	IDA/SVP-245
CIDA-490	IDA/SVP-250
CIDA-50	IDA/YVP-020
CIDA-500	IDA/SVP-255
CIDA-510	IDA/SVP-260
CIDA-530	IDA/SVP-265
CIDA-540	IDA/BSD-270
CIDA-550	IDA/BSD-275
CIDA-560	IDA/BSD-280
CIDA-570	IDA/BSD-285
CIDA-580	IDA/BSD-290
CIDA-590	IDA/BSD-295
CIDA-600	IDA/BSD-300
CIDA-610	IDA/BSD-305
CIDA-620	IDA/BSD-310
CIDA-630	IDA/BSD-315
CIDA-640	IDA/BSD-320
CIDA-650	IDA/BSD-325
CIDA-660	IDA/BSD-330
CIDA-661	IDA/BSD-335
CIDA-670	IDA/BMD-340
CIDA-680	IDA/BMD-345
CIDA-690	IDA/BMD-350
CIDA-70	IDA/YVP-025
CIDA-700	IDA/BMD-355
CIDA-710	IDA/BMD-360
CIDA-720	IDA/BMD-365
CIDA-730	IDA/BMD-370
CIDA-740	IDA/BMD-375
CIDA-750	IDA/BMD-380
CIDA-760	IDA/BMD-385
CIDA-770	IDA/BMD-390
CIDA-780	IDA/BMD-395
CIDA-790	IDA/BMD-400
CIDA-80	IDA/YVP-030
CIDA-800	IDA/BMD-405
CIDA-810	IDA/BMD-410
CIDA-820	IDA/BMD-415
CIDA-830	IDA/BMD-420
CIDA-840	IDA/BMD-425
CIDA-850	IDA/BMD-430
CIDA-860	IDA/BMD-435
CIDA-861	IDA/BMD-440
CIDA-862	IDA/BMD-445
CIDA-870	IDA/BCD-450
CIDA-871	IDA/BCD-455
CIDA-880	IDA/BCD-460
CIDA-890	IDA/BCD-465
CIDA-90	IDA/YVP-035
CIDA-900	IDA/BCD-470
CIDA-910	IDA/BCD-475
CIDA-920	IDA/BCD-480
CIDA-930	IDA/BCD-485
CIDA-940	IDA/BCD-490
CIDA-950	IDA/BCD-495
CIDA-960	IDA/BCD-500
CIDA-970	IDA/BCD-505
CIDA-980	IDA/BCD-510
CIDA-990	IDA/BCD-515
CISTI-10	NRC/TTR-660
CISTI-20	NRC/TTR-665
CISTI-30	NRC/TTR-670
CISTI-40	NRC/TTR-675
CISTI-50	NRC/TTR-680
CISTI-60	NRC/TTR-685
CISTI-70	NRC/TTR-690
CISTI-80	NRC/TTR-695
CISTI-90	NRC/TTR-700
CLRB-10	CLR/OPS-005
CLRB-20	CLR/OPS-010
CLRB-30	CLR/OPS-015
CLRB-40	CLR/OPS-020
CLRB-50	CLR/OPS-025
CLRB-60	CLR/OPS-030
CLRB-70	CLR/OPS-035
CMHC-10	CMH/GCC-020
CMHC-100	CMH/PSO-045
CMHC-110	CMH/PSO-050
CMHC-120	CMH/PSO-055
CMHC-130	CMH/PSO-060
CMHC-140	CMH/PSO-065
CMHC-150	CMH/PSO-070
CMHC-160	CMH/PSO-075
CMHC-170	CMH/PSO-080
CMHC-180	CMH/PSO-085
CMHC-190	CMH/PSO-090
CMHC-20	CMH/GCC-025
CMHC-200	CMH/PSO-095
CMHC-210	CMH/PSO-100
CMHC-220	CMH/CTS-340
CMHC-230	CMH/NOS-165
CMHC-240	CMH/NOS-170
CMHC-250	CMH/NOS-175
CMHC-260	CMH/ISO-105
CMHC-270	CMH/ISO-110
CMHC-280	CMH/ISO-115
CMHC-290	CMH/ISO-145
CMHC-30	CMH/GCC-030
CMHC-300	CMH/ISO-120
CMHC-310	CMH/ISO-125
CMHC-320	CMH/ISO-130
CMHC-330	CMH/ISO-150
CMHC-340	CMH/ISO-155
CMHC-350	CMH/ISO-135
CMHC-360	CMH/ISO-140
CMHC-370	CMH/PDR-180
CMHC-380	CMH/PDR-185
CMHC-390	CMH/PDR-195
CMHC-40	CMH/GCC-035
CMHC-41	CMH/GCC-040
CMHC-410	CMH/PDR-200
CMHC-441	CMH/PDR-225
CMHC-442	CMH/PDR-205
CMHC-443	CMH/PDR-210
CMHC-444	CMH/PDR-215
CMHC-445	CMH/PDR-220
CMHC-450	CMH/PDR-230
CMHC-470	CMH/PDR-235

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
CMHC-472	CMH/FMI-240
CMHC-474	CMH/FMI-245
CMHC-476	CMH/FMI-250
CMHC-478	CMH/FMI-255
CMHC-480	CMH/FMI-260
CMHC-490	CMH/FMI-265
CMHC-491	CMH/FMI-270
CMHC-492	CMH/FMI-275
CMHC-493	CMH/FMI-280
CMHC-494	CMH/FMI-285
CMHC-495	CMH/FMI-290
CMHC-496	CMH/FMI-295
CMHC-50	CMH/OAD-320
CMHC-500	CMH/ODS-300
CMHC-510	CMH/ODS-305
CMHC-520	CMH/ODS-310
CMHC-530	CMH/ODS-315
CMHC-540	CMH/GCC-005
CMHC-550	CMH/GCC-010
CMHC-560	CMH/GCC-015
CMHC-60	CMH/OAD-325
CMHC-650	CMH/CTS-345
CMHC-670	CMH/CTS-350
CMHC-680	CMH/CTS-355
CMHC-690	CMH/CTS-360
CMHC-70	CMH/OAD-330
CMHC-80	CMH/OAD-335
CPC-10	VAC/CPC-005
CPC-20	VAC/CPC-010
CPC-30	VAC/CPC-015
CPC-40	VAC/CPC-020
CPC-50	VAC/CPC-025
CPC-60	VAC/CPC-030
CPC-70	VAC/CPC-035
CRTC-10	CRT/BRO-005
CRTC-100	CRT/BRO-035
CRTC-110	CRT/TEL-120
CRTC-120	CRT/TEL-125
CRTC-130	CRT/TEL-130
CRTC-140	CRT/TEL-135
CRTC-150	CRT/COR-070
CRTC-160	CRT/COR-075
CRTC-170	CRT/SEC-050
CRTC-180	CRT/SEC-055
CRTC-20	CRT/BRO-010
CRTC-200	CRT/COR-080
CRTC-210	CRT/COR-085
CRTC-240	CRT/LEG-140
CRTC-250	CRT/LEG-145
CRTC-260	CRT/LEG-150
CRTC-270	CRT/LEG-155
CRTC-280	CRT/LEG-160
CRTC-290	CRT/COR-090
CRTC-30	CRT/SEC-040
CRTC-300	CRT/SEC-060
CRTC-310	CRT/COR-095
CRTC-320	CRT/COR-100
CRTC-330	CRT/COR-105
CRTC-340	CRT/COR-110
CRTC-350	CRT/COR-115
CRTC-40	CRT/SEC-045
CRTC-50	CRT/BRO-015
CRTC-60	CRT/BRO-020
CRTC-70	CRT/COR-065
CRTC-80	CRT/BRO-025
CRTC-90	CRT/BRO-030
CSC-10	CPS/COM-005
CSC-100	CPS/EAP-050
CSC-110	CPS/EAP-055
CSC-120	CPS/EAP-060
CSC-130	CPS/EAP-065
CSC-140	CPS/EAP-070
CSC-150	CPS/EAP-075
CSC-160	CPS/EAP-080
CSC-170	CPS/EAP-085
CSC-180	CPS/FSD-090
CSC-190	CPS/MMD-095
CSC-20	CPS/COM-010
CSC-200	CPS/MMD-100
CSC-210	CPS/MMD-105
CSC-220	CPS/MMD-110
CSC-230	CPS/MMD-115
CSC-240	CPS/MMD-120
CSC-250	CPS/IGB-125
CSC-260	CPS/SDC-130
CSC-270	CPS/SDC-135
CSC-280	CPS/SDC-140
CSC-290	CPS/SDC-145
CSC-30	CPS/COM-015
CSC-300	CPS/ETE-150
CSC-310	CPS/ABD-155
CSC-320	CPS/ADP-160
CSC-330	CPS/ETD-165
CSC-340	CPS/ETD-170
CSC-350	CPS/ETD-175
CSC-360	CPS/ETD-180
CSC-370	CPS/ETD-185
CSC-380	CPS/IND-190
CSC-390	CPS/IND-195
CSC-40	CPS/COM-020
CSC-400	CPS/IND-200
CSC-410	CPS/IND-205
CSC-420	CPS/IND-210
CSC-430	CPS/IND-215
CSC-440	CPS/IRM-220
CSC-450	CPS/SEP-225
CSC-490	CPS/CMD-230
CSC-50	CPS/TSB-025
CSC-500	CPS/CMD-235
CSC-510	CPS/CMD-240
CSC-520	CPS/CMD-245
CSC-530	CPS/CMD-250
CSC-540	CPS/CMD-255
CSC-550	CPS/CMD-260
CSC-560	CPS/CHA-265
CSC-570	CPS/IAD-270
CSC-580	CPS/SCP-275
CSC-590	CPS/SCP-280
CSC-60	CPS/TSB-030
CSC-600	CPS/SCP-285
CSC-610	CPS/SCP-290
CSC-620	CPS/SCP-295
CSC-630	CPS/SCP-300
CSC-640	CPS/SCP-305

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
CSC-650	CPS/SCP-310
CSC-660	CPS/SCP-315
CSC-670	CPS/SCP-320
CSC-680	CPS/HCO-325
CSC-70	CPS/TSB-035
CSC-700	CPS/HCO-330
CSC-710	CPS/HCO-335
CSC-720	CPS/HCO-340
CSC-730	CPS/SBR-345
CSC-750	CPS/OSD-350
CSC-760	CPS/OSD-355
CSC-770	CPS/OSD-360
CSC-790	CPS/OSD-370
CSC-80	CPS/TSB-040
CSC-800	CPS/OSD-375
CSC-820	CPS/OSD-380
CSC-830	CPS/OSD-385
CSC-840	CPS/IPM-390
CSC-850	CPS/IPM-395
CSC-860	CPS/PSD-400
CSC-880	CPS/PSD-405
CSC-890	CPS/PSD-410
CSC-90	CPS/EAP-045
CSC-920	CPS/PSD-415
CSC-940	CPS/PSD-420
CSC-950	CPS/PSD-425
CSFC-10	DFO/CSC-105
CTC-10	CTC/SEC-005
CTC-100	CTC/RTC-040
CTC-110	CTC/RTC-045
CTC-120	CTC/RTC-050
CTC-140	CTC/RTC-055
CTC-150	CTC/RTC-060
CTC-160	CTC/RTC-065
CTC-170	CTC/RTC-070
CTC-180	CTC/RTC-075
CTC-190	CTC/RTC-080
CTC-20	CTC/SEC-010
CTC-200	CTC/RTC-085
CTC-210	CTC/RTC-090
CTC-215	CTC/RTC-095
CTC-220	CTC/RTC-100
CTC-230	CTC/RTC-105
CTC-240	CTC/ATC-115
CTC-250	CTC/ATC-120
CTC-260	CTC/ATC-130
CTC-270	CTC/ATC-165
CTC-280	CTC/ATC-170
CTC-290	CTC/ATC-155
CTC-300	CTC/ATC-160
CTC-330	CTC/ATC-145
CTC-340	CTC/ATC-185
CTC-380	CTC/ATC-175
CTC-390	CTC/ATC-180
CTC-430	CTC/ATC-135
CTC-440	CTC/ATC-140
CTC-480	CTC/WTC-190
CTC-490	CTC/WTC-195
CTC-50	CTC/RTC-015
CTC-500	CTC/WTC-200
CTC-510	CTC/WTC-205
CTC-520	CTC/WTC-210
CTC-530	CTC/WTC-215
CTC-540	CTC/WTC-220
CTC-550	CTC/WTC-225
CTC-560	CTC/WTC-230
CTC-570	CTC/WTC-235
CTC-580	CTC/WTC-240
CTC-590	CTC/MVT-245
CTC-60	CTC/RTC-020
CTC-600	CTC/MVT-250
CTC-610	CTC/MVT-255
CTC-620	CTC/MVT-260
CTC-630	CTC/MVT-265
CTC-650	CTC/MVT-270
CTC-660	CTC/MVT-275
CTC-70	CTC/RTC-025
CTC-710	CTC/ITP-280
CTC-720	CTC/CPT-285
CTC-730	CTC/CPT-290
CTC-740	CTC/CPT-295
CTC-750	CTC/REV-300
CTC-760	CTC/RES-305
CTC-770	CTC/RES-310
CTC-780	CTC/RES-315
CTC-790	CTC/RES-320
CTC-80	CTC/RTC-035
CTC-800	CTC/TTB-325
CTC-810	CTC/TTB-330
CTC-90	CTC/RTC-030
CUIO-10	DSS/CUI-195
CUIO-20	DSS/CUI-200
CUIO-30	DSS/CUI-205
DBR-10	NRC/TTR-590
DBR-100	NRC/TTR-630
DBR-110	NRC/TTR-635
DBR-120	NRC/TTR-640
DBR-130	NRC/TTR-645
DBR-140	NRC/TTR-650
DBR-160	NRC/TTR-655
DBR-20	NRC/TTR-595
DBR-30	NRC/TTR-600
DBR-40	NRC/TTR-605
DBR-50	NRC/TTR-610
DBR-60	NRC/TTR-615
DBR-90	NRC/TTR-625
DCL-10	DCL/OPR-005
DCL-20	DCL/OPR-010
DCL-30	DCL/OPR-015
DEE-10	NRC/DEE-250
DEE-20	NRC/DEE-255
DEE-30	NRC/DEE-260
DEE-40	NRC/DEE-265
DEE-50	NRC/DEE-270
DEE-60	NRC/DEE-275
DEE-70	NRC/DEE-280
DEE-80	NRC/DEE-285
DEE-90	NRC/DEE-290
DME-10	NRC/DME-390
DME-100	NRC/DME-430
DME-20	NRC/DME-395
DME-30	NRC/DME-400
DME-40	NRC/DME-405
DME-50	NRC/DME-410

1984 Number	1985 Number
DME-60	NRC/DME-415
DME-70	NRC/DME-420
DME-80	NRC/DME-425
DME-90	NRC/DME-426
DMS-10	NRC/DMS-435
DMS-20	NRC/DMS-440
DMS-30	NRC/DMS-445
DMS-40	NRC/DMS-450
DMS-50	NRC/DMS-455
DMS-60	NRC/DMS-460
DOC-AC-600	DOC/ACL-215
DOC-AC-610	DOC/ACF-220
DOC-AC-620	DOC/ACA-225
DOC-AC-630	DOC/ACA-230
DOC-AC-640	DOC/ACA-235
DOC-AC-650	DOC/ACP-240
DOC-AC-660	DOC/ACC-245
DOC-AC-670	DOC/ACS-250
DOC-AC-680	DOC/ACS-255
DOC-AC-690	DOC/ACS-260
DOC-AC-700	DOC/ACS-265
DOC-AC-710	DOC/ACS-270
DOC-AC-730	DOC/ACS-275
DOC-PA-800	DOC/SCS-280
DOC-PA-810	DOC/SME-205
DOC-PL-10	DOC/PLI-005
DOC-PL-100	DOC/PLT-050
DOC-PL-110	DOC/PLT-055
DOC-PL-120	DOC/PLT-060
DOC-PL-130	DOC/PLR-065
DOC-PL-140	DOC/PLS-070
DOC-PL-150	DOC/PLP-075
DOC-PL-20	DOC/PLI-010
DOC-PL-30	DOC/PLI-015
DOC-PL-40	DOC/PLI-020
DOC-PL-50	DOC/PLB-025
DOC-PL-60	DOC/PLB-030
DOC-PL-70	DOC/PLB-035
DOC-PL-80	DOC/PLB-040
DOC-PL-90	DOC/PLT-045
DOC-RE-300	DOC/RES-160
DOC-RE-310	DOC/RES-165
DOC-RE-320	DOC/RES-170
DOC-RE-330	DOC/RES-175
DOC-RE-340	DOC/RES-180
DOC-RE-350	DOC/REI-150
DOC-RE-360	DOC/REI-155
DOC-RE-370	DOC/REC-125
DOC-RE-380	DOC/REC-130
DOC-RE-390	DOC/REC-135
DOC-RE-400	DOC/REC-140
DOC-RE-410	DOC/REC-145
DOC-RE-420	DOC/RER-185
DOC-RE-430	DOC/REA-190
DOC-SM-500	DOC/SMS-195
DOC-SM-510	DOC/SMG-210
DOC-SM-520	DOC/SMB-200
DOC-TI-200	DOC/TIP-080
DOC-TI-210	DOC/TII-110
DOC-TI-220	DOC/TII-115
DOC-TI-230	DOC/TIA-085
DOC-TI-240	DOC/TIA-090
DOC-TI-250	DOC/TIA-095
DOC-TI-260	DOC/TIA-100
DOC-TI-270	DOC/TIT-120
EA-10	DEA/XDX-005
EA-100	DEA/TFB-045
EA-110	DEA/EFB-060
EA-120	DEA/EFB-065
EA-130	DEA/EFB-070
EA-140	DEA/EFB-080
EA-150	DEA/EFB-085
EA-160	DEA/EFB-090
EA-170	DEA/EFB-095
EA-180	DEA/EFB-100
EA-20	DEA/JCX-010
EA-210	DEA/EFB-110
EA-220	DEA/IFB-115
EA-230	DEA/IFB-120
EA-240	DEA/IFB-125
EA-250	DEA/IFB-130
EA-260	DEA/IFB-135
EA-270	DEA/IFB-140
EA-280	DEA/IFB-145
EA-290	DEA/SFB-150
EA-30	DEA/JCX-015
EA-300	DEA/SFB-155
EA-310	DEA/SFB-160
EA-320	DEA/SFB-165
EA-330	DEA/SFB-170
EA-340	DEA/SFB-175
EA-350	DEA/SFB-180
EA-360	DEA/SFB-185
EA-370	DEA/SFB-190
EA-380	DEA/SFB-195
EA-390	DEA/SFB-200
EA-40	DEA/JCX-020
EA-400	DEA/SFB-205
EA-410	DEA/SFB-210
EA-420	DEA/MCB-215
EA-50	DEA/FGB-025
EA-60	DEA/TFB-030
EA-70	DEA/TFB-035
EA-80	DEA/TFB-040
EC-10	DOE/PKS-005
EC-100	DOE/PKS-045
EC-1000	DOE/AES-400
EC-1010	DOE/AES-405
EC-1020	DOE/AES-410
EC-1030	DOE/AES-415
EC-1040	DOE/AES-420
EC-1050	DOE/AES-425
EC-1060	DOE/AES-430
EC-1070	DOE/AES-435
EC-1080	DOE/AES-440
EC-1090	DOE/AES-445
EC-110	DOE/PKS-050
EC-1100	DOE/AES-450
EC-1110	DOE/AES-455
EC-1120	DOE/AES-460
EC-1130	DOE/AES-465
EC-1140	DOE/AES-470
EC-1150	DOE/AES-475
EC-1160	DOE/AES-480

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
EC-1170	DOE/AES-485
EC-1180	DOE/PKS-095
EC-120	DOE/PKS-055
EC-130	DOE/PKS-060
EC-140	DOE/PKS-065
EC-150	DOE/PKS-070
EC-160	DOE/PKS-075
EC-170	DOE/PKS-080
EC-180	DOE/PKS-085
EC-190	DOE/PKS-090
EC-20	DOE/PKS-010
EC-200	DOE/ECS-100
EC-210	DOE/ECS-105
EC-220	DOE/ECS-110
EC-230	DOE/ECS-115
EC-240	DOE/ECS-120
EC-250	DOE/ECS-125
EC-260	DOE/ECS-130
EC-270	DOE/ECS-135
EC-280	DOE/ECS-140
EC-290	DOE/ECS-145
EC-30	DOE/PKS-015
EC-300	DOE/ECS-150
EC-310	DOE/ECS-155
EC-320	DOE/ECS-160
EC-330	DOE/ECS-165
EC-340	DOE/ECS-170
EC-350	DOE/ECS-175
EC-360	DOE/ECS-180
EC-370	DOE/ECS-185
EC-380	DOE/ECS-190
EC-390	DOE/ECS-195
EC-40	DOE/PKS-020
EC-400	DOE/ECS-200
EC-410	DOE/ECS-205
EC-420	DOE/ECS-210
EC-430	DOE/EPS-215
EC-440	DOE/EPS-220
EC-450	DOE/EPS-225
EC-460	DOE/EPS-230
EC-470	DOE/EPS-235
EC-480	DOE/EPS-240
EC-490	DOE/EPS-245
EC-50	DOE/PKS-025
EC-500	DOE/EPS-250
EC-510	DOE/EPS-255
EC-520	DOE/EPS-260
EC-530	DOE/EPS-265
EC-540	DOE/EPS-270
EC-550	DOE/EPS-275
EC-560	DOE/EPS-280
EC-570	DOE/EPS-285
EC-580	DOE/EPS-290
EC-590	DOE/EPS-295
EC-60	DOE/PKS-030
EC-600	DOE/EPS-300
EC-610	DOA/CFS-635
EC-620	DOA/CFS-605
EC-630	DOA/CFS-610
EC-640	DOA/CFS-615
EC-650	DOA/CFS-620
EC-670	DOA/CFS-640
EC-680	DOA/CFS-645
EC-690	DOA/CFS-650
EC-70	DOE/PKS-035
EC-700	DOA/CFS-655
EC-710	DOA/CFS-660
EC-720	DOA/CFS-665
EC-730	DOA/CFS-670
EC-760	DOA/CFS-675
EC-770	DOA/CFS-680
EC-810	DOA/CFS-630
EC-820	DOE/AES-310
EC-830	DOE/AES-315
EC-840	DOE/AES-320
EC-850	DOE/AES-325
EC-860	DOE/AES-330
EC-870	DOE/AES-335
EC-880	DOE/AES-340
EC-890	DOE/AES-345
EC-90	DOE/PKS-040
EC-900	DOE/AES-350
EC-910	DOE/AES-355
EC-920	DOE/AES-360
EC-930	DOE/AES-365
EC-940	DOE/AES-370
EC-950	DOE/AES-375
EC-960	DOE/AES-380
EC-970	DOE/AES-385
EC-980	DOE/AES-390
EC-990	DOE/AES-395
ECC-10	ECC/CRA-005
ECC-10	ECC/PAA-045
ECC-110	ECC/CRA-030
ECC-120	ECC/PAA-055
ECC-130	ECC/FAA-060
ECC-140	ECC/PAA-065
ECC-150	ECC/PAA-070
ECC-160	ECC/PAA-075
ECC-170	ECC/PAA-080
ECC-180	ECC/PAA-085
ECC-190	ECC/PAA-090
ECC-20	ECC/CRA-010
ECC-200	ECC/PAA-095
ECC-210	ECC/PAA-100
ECC-40	ECC/PAA-050
ECC-50	ECC/PAA-040
ECC-60	ECC/CRA-015
ECC-70	ECC/CRA-020
ECC-80	ECC/CRA-025
EIC-10	EIC/IAB-005
EIC-100	EIC/SEC-050
EIC-1000	EIC/SYS-500
EIC-1010	EIC/SYS-505
EIC-1020	EIC/SYS-510
EIC-1030	EIC/SYS-515
EIC-1040	EIC/SYS-520
EIC-1050	EIC/SYS-525
EIC-1060	EIC/SYS-530
EIC-1070	EIC/SYS-535
EIC-1080	EIC/SYS-540
EIC-1090	EIC/SYS-545
EIC-110	EIC/SEC-055
EIC-1100	EIC/SYS-550

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
EIC-1110	EIC/SYS-555
EIC-1120	EIC/SYS-560
EIC-1130	EIC/SYS-565
EIC-1140	EIC/SYS-570
EIC-1150	EIC/SYS-575
EIC-1160	EIC/SYS-580
EIC-1170	EIC/PAF-615
EIC-1180	EIC/SPP-620
EIC-1190	EIC/SPP-625
EIC-120	EIC/COR-060
EIC-1200	EIC/SPP-630
EIC-1210	EIC/SPP-635
EIC-1230	EIC/SPP-640
EIC-1240	EIC/SPP-645
EIC-1250	EIC/SPP-650
EIC-1260	EIC/SPP-655
EIC-1270	EIC/SPP-660
EIC-1280	EIC/SPP-665
EIC-1290	EIC/SPP-670
EIC-130	EIC/IMM-065
EIC-1300	EIC/SPP-675
EIC-1310	EIC/SPP-680
EIC-1320	EIC/SPP-685
EIC-1330	EIC/SPP-690
EIC-1340	EIC/SPP-695
EIC-1350	EIC/SPP-700
EIC-1360	EIC/SPP-705
EIC-1370	EIC/SPP-715
EIC-1380	EIC/SPP-710
EIC-1390	EIC/NSB-585
EIC-140	EIC/IMM-070
EIC-1400	EIC/NSB-590
EIC-1410	EIC/NSB-595
EIC-1420	EIC/NSB-600
EIC-1430	EIC/NSB-605
EIC-1440	EIC/NSB-610
EIC-150	EIC/IMM-075
EIC-160	EIC/IMM-080
EIC-170	EIC/IMM-085
EIC-180	EIC/IMM-090
EIC-190	EIC/IMM-095
EIC-20	EIC/IAB-010
EIC-200	EIC/IMM-100
EIC-210	EIC/IMM-105
EIC-220	EIC/IMM-110
EIC-230	EIC/IMM-115
EIC-240	EIC/IMM-120
EIC-250	EIC/IMM-125
EIC-260	EIC/IMM-130
EIC-270	EIC/IMM-135
EIC-280	EIC/IMM-140
EIC-290	EIC/IMM-145
EIC-30	EIC/IAB-015
EIC-300	EIC/IMM-150
EIC-310	EIC/INS-155
EIC-320	EIC/INS-160
EIC-330	EIC/INS-165
EIC-340	EIC/INS-170
EIC-350	EIC/INS-175
EIC-360	EIC/INS-180
EIC-370	EIC/INS-185
EIC-380	EIC/INS-190

1984 Number	1985 Number
EIC-390	EIC/INS-195
EIC-40	EIC/IAB-020
EIC-400	EIC/INS-200
EIC-410	EIC/INS-205
EIC-420	EIC/INS-210
EIC-430	EIC/INS-215
EIC-440	EIC/INS-220
EIC-450	EIC/INS-225
EIC-460	EIC/INS-230
EIC-470	EIC/INS-235
EIC-480	EIC/INS-240
EIC-490	EIC/INS-245
EIC-50	EIC/SEC-025
EIC-500	EIC/INS-250
EIC-510	EIC/INS-255
EIC-520	EIC/INS-260
EIC-530	EIC/INS-265
EIC-540	EIC/INS-270
EIC-550	EIC/INS-275
EIC-560	EIC/INS-280
EIC-570	EIC/INS-285
EIC-580	EIC/LMD-290
EIC-590	EIC/LMD-295
EIC-60	EIC/SEC-030
EIC-600	EIC/LMD-300
EIC-610	EIC/LMD-305
EIC-620	EIC/LMD-310
EIC-630	EIC/LMD-315
EIC-640	EIC/LMD-320
EIC-650	EIC/LMD-325
EIC-660	EIC/LMD-330
EIC-670	EIC/LMD-335
EIC-680	EIC/LMD-340
EIC-690	EIC/LMD-345
EIC-70	EIC/SEC-035
EIC-700	EIC/LMD-350
EIC-710	EIC/LMD-355
EIC-720	EIC/LMD-360
EIC-730	EIC/LMD-365
EIC-740	EIC/LMD-370
EIC-750	EIC/LMD-375
EIC-760	EIC/LMD-380
EIC-770	EIC/LMD-385
EIC-780	EIC/LMD-390
EIC-790	EIC/LMD-395
EIC-80	EIC/SEC-040
EIC-800	EIC/LMD-400
EIC-810	EIC/LMD-405
EIC-820	EIC/LMD-410
EIC-830	EIC/LMD-415
EIC-840	EIC/EMP-420
EIC-850	EIC/EMP-425
EIC-860	EIC/EMP-430
EIC-870	EIC/EMP-435
EIC-880	EIC/EMP-440
EIC-890	EIC/EMP-445
EIC-90	EIC/SEC-045
EIC-900	EIC/EMP-450
EIC-910	EIC/EMP-455
EIC-920	EIC/EMP-460
EIC-930	EIC/EMP-465
EIC-940	EIC/EMP-470

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
EIC-950	EIC/EMP-475
EIC-960	EIC/EMP-480
EIC-970	EIC/EMP-485
EIC-980	EIC/EMP-490
EIC-990	EIC/EMP-495
EMR-10	EMR/CNP-215
EMR-100	EMR/CRB-275
EMR-110	EMR/EPS-165
EMR-120	EMR/EPS-170
EMR-130	EMR/EPS-175
EMR-150	EMR/EPS-180
EMR-160	EMR/EPS-185
EMR-170	EMR/EPS-190
EMR-180	EMR/EPS-195
EMR-190	EMR/EPS-200
EMR-20	EMR/CNP-220
EMR-200	EMR/EPS-205
EMR-215	EMR/PTS-290
EMR-225	EMR/PTS-295
EMR-235	EMR/PTS-300
EMR-245	EMR/PTS-305
EMR-255	EMR/PTS-310
EMR-30	EMR/CNP-225
EMR-341	EMR/CGA-070
EMR-341	INA/NAP-330
EMR-342	INA/NAP-335
EMR-342	EMR/CGA-075
EMR-343	EMR/CGA-080
EMR-343	INA/NAP-340
EMR-344	INA/NAP-345
EMR-344	EMR/CGA-085
EMR-345	EMR/CGA-090
EMR-345	INA/NAP-350
EMR-346	INA/NAP-355
EMR-346	EMR/CGA-095
EMR-347	INA/NAP-360
EMR-350	EMR/ESB-140
EMR-360	EMR/UCL-315
EMR-370	EMR/PHB-325
EMR-380	EMR/PHB-330
EMR-381	EMR/PHB-335
EMR-382	EMR/PHB-340
EMR-383	EMR/PHB-345
EMR-40	EMR/CNP-235
EMR-401	EMR/GSC-355
EMR-402	EMR/GSC-360
EMR-403	EMR/GSC-365
EMR-404	EMR/GSC-370
EMR-405	EMR/GSC-375
EMR-406	EMR/GSC-380
EMR-407	EMR/GSC-385
EMR-408	EMR/GSC-390
EMR-409	EMR/GSC-395
EMR-445	EMR/SMB-405
EMR-455	EMR/SMB-410
EMR-465	EMR/SMB-415
EMR-475	EMR/SMB-420
EMR-485	EMR/SMB-425
EMR-495	EMR/SMB-430
EMR-50	EMR/CNP-240
EMR-595	EMR/PSP-440
EMR-60	EMR/CNP-245
EMR-605	EMR/PSP-445
EMR-635	EMR/MPS-560
EMR-645	EMR/MPS-565
EMR-650	EMR/MPS-570
EMR-660	EMR/MPS-575
EMR-670	EMR/MPS-580
EMR-680	EMR/MPS-585
EMR-690	EMR/MPS-590
EMR-70	EMR/CRB-255
EMR-715	EMR/CAB-450
EMR-725	EMR/CAB-455
EMR-735	EMR/CAB-460
EMR-745	EMR/CAB-465
EMR-771	EMR/RSB-475
EMR-772	EMR/RSB-480
EMR-773	EMR/RSB-485
EMR-774	EMR/RSB-490
EMR-775	EMR/RSB-495
EMR-776	EMR/RSB-500
EMR-777	EMR/RSB-505
EMR-80	EMR/CRB-265
EMR-800	EMR/RDO-545
EMR-805	EMR/RDO-550
EMR-810	EMR/XPB-510
EMR-90	EMR/CRB-270
ENERGY-10	NRC/DEN-295
ENERGY-20	NRC/DEN-300
ENERGY-30	NRC/DEN-305
ENERGY-40	NRC/DEN-310
ENERGY-50	NRC/DEN-315
ENERGY-60	NRC/DEN-320
ENERGY-70	NRC/DEN-325
ENERGY-80	NRC/DEN-330
EX-10	NRC/EXE-005
EX-20	NRC/EXE-010
EX-30	NRC/EXE-015
EXREL-10	NRC/EXE-025
F&O-10	DFO/AFS-005
F&O-100	DFO/MIF-065
F&O-110	DFO/OSS-075
F&O-120	DFO/OSS-080
F&O-130	DFO/OSS-085
F&O-140	DFO/SCH-100
F&O-150	DFO/FAA-090
F&O-20	DFO/AFS-010
F&O-30	DFO/AFS-015
F&O-40	DFO/PFF-020
F&O-50	DFO/PFF-025
F&O-60	DFO/PFF-030
F&O-70	DFO/PFF-035
F&O-80	DFO/MIF-060
F&O-81	DFO/PPP-045
F&O-90	DFO/FAA-095
FBDB-10	BDB/FLS-005
FBDB-100	BDB/MTS-050
FBDB-110	BDB/MTS-055
FBDB-120	BDB/MTS-060
FBDB-130	BDB/MTS-065
FBDB-20	BDB/FLS-010
FBDB-30	BDB/FLS-015
FBDB-40	BDB/FLS-020
FBDB-50	BDB/FLS-025

1984 Number	1985 Number
FBDB-60	BDB/FLS-030
FBDB-70	BDB/FLS-035
FBDB-80	BDB/FLS-040
FBDB-90	BDB/FLS-045
FCC-10	FCC/ADM-005
FCC-100	FCC/ADM-045
FCC-110	FCC/ADM-050
FCC-120	FCC/ADM-055
FCC-130	FCC/ADM-060
FCC-140	FCC/ADM-065
FCC-150	FCC/ADM-070
FCC-160	FCC/ADM-075
FCC-170	FCC/ADM-080
FCC-180	FCC/ADM-085
FCC-190	FCC/ADM-090
FCC-200	FCC/ADM-095
FCC-210	FCC/ADM-100
FCC-220	FCC/ADM-105
FCC-230	FCC/ADM-110
FCC-240	FCC/ADM-115
FCC-250	FCC/ADM-120
FCC-260	FCC/ADM-125
FCC-30	FCC/ADM-010
FCC-40	FCC/ADM-015
FCC-50	FCC/ADM-020
FCC-60	FCC/ADM-025
FCC-70	FCC/ADM-030
FCC-80	FCC/ADM-035
FCC-90	FCC/ADM-040
FFMC-10	DFO/FFM-110
FIN-10	FIN/IGB-005
FIN-100	FIN/FPD-055
FIN-1000	FIN/FPR-220
FIN-1010	FIN/FPR-225
FIN-1020	FIN/FPR-230
FIN-1030	FIN/FPR-235
FIN-1040	FIN/FPR-240
FIN-1050	FIN/FPR-245
FIN-1060	FIN/FPR-250
FIN-1070	FIN/FPR-255
FIN-1080	FIN/FPR-260
FIN-1090	FIN/FPR-265
FIN-110	FIN/FPD-060
FIN-1100	FIN/FPR-270
FIN-1110	FIN/FPR-275
FIN-1120	FIN/FPR-280
FIN-1130	FIN/FPR-285
FIN-1140	FIN/SPD-290
FIN-1150	FIN/SPD-295
FIN-1160	FIN/SPD-300
FIN-1170	FIN/SPD-305
FIN-1180	FIN/SPD-310
FIN-1190	FIN/SPD-315
FIN-120	FIN/FPD-065
FIN-1200	FIN/SPD-320
FIN-1210	FIN/SPD-325
FIN-1220	FIN/SPD-330
FIN-1230	FIN/SPD-335
FIN-1240	FIN/SPD-340
FIN-1250	FIN/SPD-345
FIN-1260	FIN/SPD-350
FIN-1270	FIN/SPD-355
FIN-1280	FIN/SPD-360
FIN-1290	FIN/SPD-365
FIN-130	FIN/FPD-070
FIN-1300	FIN/SPD-370
FIN-1310	FIN/SPD-375
FIN-1320	FIN/SPD-380
FIN-1330	FIN/SPD-385
FIN-1340	FIN/TPL-705
FIN-1350	FIN/TPL-710
FIN-1360	FIN/TPL-715
FIN-1370	FIN/TPL-720
FIN-1380	FIN/CRT-760
FIN-1390	FIN/CRT-765
FIN-140	FIN/FPD-075
FIN-1400	FIN/TPL-725
FIN-1410	FIN/TPL-730
FIN-1420	FIN/CRT-770
FIN-1430	FIN/TAC-735
FIN-1440	FIN/TAC-740
FIN-1450	FIN/TAC-745
FIN-1460	FIN/TAC-750
FIN-1470	FIN/TAC-755
FIN-150	FIN/FIM-145
FIN-160	FIN/DMD-165
FIN-170	FIN/DMD-170
FIN-180	FIN/DMD-175
FIN-190	FIN/FIM-150
FIN-20	FIN/IGB-010
FIN-200	FIN/FIM-155
FIN-210	FIN/FAD-190
FIN-221	FIN/FAD-195
FIN-230	FIN/SPA-080
FIN-240	FIN/SPA-085
FIN-250	FIN/SPA-090
FIN-260	FIN/SPA-095
FIN-270	FIN/SPA-100
FIN-280	FIN/SPA-105
FIN-290	FIN/EAD-110
FIN-30	FIN/IGB-015
FIN-300	FIN/EAD-115
FIN-310	FIN/EAD-120
FIN-320	FIN/EAD-125
FIN-321	FIN/EFD-130
FIN-322	FIN/EFD-135
FIN-323	FIN/EFD-140
FIN-330	FIN/ERP-390
FIN-340	FIN/ERP-395
FIN-350	FIN/ERP-400
FIN-360	FIN/ERP-405
FIN-370	FIN/ERP-410
FIN-380	FIN/ERP-415
FIN-390	FIN/ERP-420
FIN-40	FIN/IGB-020
FIN-400	FIN/GFD-775
FIN-430	FIN/GFD-780
FIN-440	FIN/EDD-430
FIN-450	FIN/EDD-435
FIN-460	FIN/EDD-440
FIN-470	FIN/EDD-445
FIN-480	FIN/EDD-450
FIN-490	FIN/EDD-455
FIN-50	FIN/IGB-025

1984 Number	1985 Number
FIN-500	FIN/EDD-460
FIN-510	FIN/EDD-465
FIN-520	FIN/EDD-470
FIN-530	FIN/EDD-475
FIN-540	FIN/EDD-480
FIN-550	FIN/EDD-485
FIN-560	FIN/EDD-490
FIN-570	FIN/EDD-495
FIN-580	FIN/EDD-500
FIN-590	FIN/CFD-505
FIN-60	FIN/IGB-030
FIN-600	FIN/CFD-507
FIN-610	FIN/CFD-510
FIN-611	FIN/CCD-535
FIN-612	FIN/CCD-540
FIN-613	FIN/CCD-545
FIN-620	FIN/IER-550
FIN-630	FIN/IER-555
FIN-640	FIN/IER-560
FIN-650	FIN/IER-565
FIN-660	FIN/IER-570
FIN-670	FIN/IER-575
FIN-680	FIN/IER-580
FIN-690	FIN/IER-590
FIN-70	FIN/IGB-035
FIN-700	FIN/IER-595
FIN-710	FIN/FAD-180
FIN-720	FIN/FAD-185
FIN-730	FIN/IFD-600
FIN-740	FIN/IER-585
FIN-750	FIN/IFD-605
FIN-760	FIN/IFD-610
FIN-780	FIN/IFD-615
FIN-790	FIN/IFD-620
FIN-80	FIN/IGB-040
FIN-800	FIN/IFD-625
FIN-810	FIN/IFD-630
FIN-820	FIN/IFD-635
FIN-830	FIN/IFD-640
FIN-840	FIN/IFD-645
FIN-850	FIN/IFD-650
FIN-860	FIN/IFD-655
FIN-870	FIN/IFD-660
FIN-880	FIN/IFD-665
FIN-890	FIN/IFD-670
FIN-90	FIN/IGB-045
FIN-900	FIN/TAR-675
FIN-91	FIN/IGB-050
FIN-910	FIN/TAR-680
FIN-920	FIN/TAR-685
FIN-930	FIN/TAR-690
FIN-940	FIN/TAR-695
FIN-950	FIN/TAR-700
FIN-960	FIN/FPR-200
FIN-970	FIN/FPR-205
FIN-980	FIN/FPR-210
FIN-990	FIN/FPR-215
FIRA-10	FIR/COM-005
FIRA-100	FIR/COB-030
FIRA-110	FIR/PRC-105
FIRA-120	FIR/PRC-095
FIRA-130	FIR/PRC-055
FIRA-140	FIR/PRC-110
FIRA-150	FIR/PRC-100
FIRA-160	FIR/PRC-060
FIRA-170	FIR/PRC-075
FIRA-180	FIR/PRC-065
FIRA-190	FIR/PRC-070
FIRA-20	FIR/COB-020
FIRA-200	FIR/PRC-085
FIRA-210	FIR/PRC-090
FIRA-220	FIR/PRC-080
FIRA-30	FIR/COB-050
FIRA-40	FIR/ASB-010
FIRA-50	FIR/COB-025
FIRA-60	FIR/COB-045
FIRA-70	FIR/COB-015
FIRA-80	FIR/COB-035
FIRA-90	FIR/COB-040
GENUSE-10	NRC/GEN-750
GLPA-10	GLP/OPE-005
GLPA-20	GLP/OPE-010
HIA-10	NRC/HIA-335
HIA-20	NRC/HIA-340
HIA-30	NRC/HIA-345
HIA-40	NRC/HIA-350
HIA-50	NRC/HIA-355
HIA-60	NRC/HIA-360
HIA-70	NRC/HIA-365
HIA-80	NRC/HIA-370
HIA-90	NRC/HIA-375
HWC-10	NHW/SAP-005
HWC-100	NHW/IIA-050
HWC-110	NHW/IIA-055
HWC-120	NHW/IIA-060
HWC-130	NHW/IIA-065
HWC-150	NHW/PPI-070
HWC-160	NHW/PPI-075
HWC-170	NHW/PPI-080
HWC-180	NHW/PPI-085
HWC-181	NHW/NCW-090
HWC-182	NHW/ACA-095
HWC-183	NHW/OWG-100
HWC-190	NHW/FDI-105
HWC-20	NHW/SAP-010
HWC-200	NHW/FDI-110
HWC-210	NHW/FDI-115
HWC-220	NHW/FDI-120
HWC-230	NHW/DDI-125
HWC-240	NHW/DDI-130
HWC-250	NHW/DDI-135
HWC-260	NHW/DDI-140
HWC-270	NHW/DDI-145
HWC-280	NHW/DDI-150
HWC-290	NHW/CDC-155
HWC-30	NHW/SAP-015
HWC-300	NHW/CDC-160
HWC-310	NHW/CDC-165
HWC-320	NHW/CDC-170
HWC-330	NHW/CDC-175
HWC-340	NHW/CDC-180
HWC-350	NHW/CDC-185
HWC-360	NHW/EHD-190
HWC-370	NHW/EHD-195

1984 Number	1985 Number
HWC-380	NHW/EHD-200
HWC-390	NHW/EHD-205
HWC-40	NHW/SAP-020
HWC-400	NHW/EHD-210
HWC-410	NHW/FOD-215
HWC-420	NHW/NHS-220
HWC-430	NHW/HAS-225
HWC-440	NHW/HAS-230
HWC-450	NHW/HAS-235
HWC-460	NHW/HAS-240
HWC-470	NHW/HAS-245
HWC-480	NHW/HAS-250
HWC-490	NHW/HAS-255
HWC-50	NHW/SAP-025
HWC-500	NHW/HSD-260
HWC-510	NHW/HSD-265
HWC-520	NHW/HSD-270
HWC-530	NHW/HSD-275
HWC-540	NHW/HSD-280
HWC-550	NHW/HSD-285
HWC-560	NHW/HSD-290
HWC-570	NHW/HSD-295
HWC-580	NHW/HSD-300
HWC-590	NHW/HSD-305
HWC-60	NHW/SAP-030
HWC-600	NHW/HPD-310
HWC-610	NHW/HPD-315
HWC-620	NHW/HPD-320
HWC-630	NHW/HPD-325
HWC-640	NHW/HPD-330
HWC-70	NHW/PNO-035
HWC-710	NHW/ERD-335
HWC-760	NHW/CAP-395
HWC-770	NHW/NHD-400
HWC-790	NHW/SDD-405
HWC-80	NHW/IIA-040
HWC-800	NHW/WGD-410
HWC-810	NHW/FAS-415
HWC-820	NHW/FAS-420
HWC-90	NHW/IIA-045
IAB-10	IAB/OPS-005
IAB-20	IAB/OPS-010
IAB-30	IAB/OPS-015
IAB-40	IAB/OPS-020
IDO-10	NRC/TTR-705
IDO-20	NRC/TTR-710
IDO-30	NRC/TTR-715
IDO-40	NRC/TTR-720
IDO-50	NRC/TTR-725
IDO-60	NRC/TTR-730
IDRC-10	IDR/AFN-005
IDRC-20	IDR/ISD-010
IDRC-30	IDR/ISD-015
IDRC-40	IDR/ISD-020
IDRC-50	IDR/HSD-025
IDRC-60	IDR/SSD-030
IDRC-70	IDR/CPD-035
IMD-10	NRC/IMD-385
INA-10	INA/CPS-005
INA-100	INA/IIA-050
INA-1000	INA/NAP-295
INA-1010	INA/NAP-300

1984 Number	1985 Number
INA-1020	INA/NAP-305
INA-1100	INA/NAP-310
INA-1120	INA/NAP-315
INA-1160	INA/NAP-320
INA-1180	INA/NAP-325
INA-120	INA/IIA-055
INA-1210	INA/NAP-340
INA-1210	INA/NAP-350
INA-1220	INA/NAP-355
INA-1240	INA/ONC-365
INA-1300	INA/ADM-370
INA-1320	INA/ADM-375
INA-1330	INA/ADM-380
INA-1340	INA/ADM-385
INA-1360	INA/ADM-390
INA-140	INA/IIA-060
INA-160	INA/IIA-065
INA-20	INA/CPS-010
INA-200	INA/IIA-070
INA-210	INA/IIA-075
INA-220	INA/IIA-080
INA-240	INA/IIA-085
INA-260	INA/IIA-090
INA-280	INA/IIA-095
INA-30	INA/CPS-015
INA-300	INA/IIA-100
INA-310	INA/IIA-105
INA-320	INA/IIA-110
INA-330	INA/IIA-115
INA-340	INA/IIA-120
INA-35	INA/CPS-045
INA-350	INA/IIA-125
INA-360	INA/IIA-130
INA-370	INA/IIA-135
INA-40	INA/CPS-020
INA-400	INA/IIA-140
INA-440	INA/IIA-145
INA-45	INA/CPS-025
INA-460	INA/IIA-150
INA-50	INA/CPS-035
INA-500	INA/NAP-155
INA-520	INA/NAP-160
INA-540	INA/NAP-165
INA-560	INA/NAP-170
INA-580	INA/NAP-175
INA-60	INA/CPS-040
INA-600	INA/NAP-180
INA-620	INA/NAP-185
INA-640	INA/NAP-190
INA-660	INA/NAP-195
INA-680	INA/NAP-200
INA-700	INA/NAP-205
INA-720	INA/NAP-210
INA-740	INA/NAP-215
INA-760	INA/NAP-220
INA-780	INA/NAP-225
INA-790	INA/NAP-230
INA-800	INA/NAP-235
INA-820	INA/NAP-240
INA-830	INA/NAP-245
INA-840	INA/NAP-250
INA-860	INA/NAP-255

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
INA-880	INA/NAP-260
INA-890	INA/NAP-265
INA-900	INA/NAP-270
INA-920	INA/NAP-275
INA-940	INA/NAP-280
INA-960	INA/NAP-285
INA-980	INA/NAP-290
INS-10	INS/OPS-005
INS-20	INS/OPS-010
INS-30	INS/ACT-015
INS-40	INS/ACT-020
INS-50	INS/ACT-025
INS-60	INS/ADM-030
INS-70	INS/ADM-035
JCCBI-10	SLS/JCB-125
JCCPI-20	SLS/JCB-130
JUST-10	JUS/JUS-005
JUST-100	JUS/JUS-045
JUST-20	JUS/JUS-010
JUST-30	JUS/JUS-015
JUST-40	JUS/JUS-020
JUST-50	JUS/JUS-025
JUST-60	JUS/JUS-030
JUST-70	JUS/JUS-035
JUST-80	JUS/JUS-040
LAB-10	LAB/WBA-005
LAB-100	LAB/ASB-040
LAB-110	LAB/ASB-045
LAB-120	LAB/MCB-050
LAB-130	LAB/MCB-055
LAB-140	LAB/MCB-060
LAB-150	LAB/MCB-065
LAB-160	LAB/MCB-070
LAB-170	LAB/MCB-075
LAB-180	LAB/MCB-080
LAB-190	LAB/IRB-085
LAB-20	LAB/WBA-010
LAB-200	LAB/IRB-090
LAB-210	LAB/IRB-095
LAB-220	LAB/IRB-100
LAB-230	LAB/IRB-105
LAB-240	LAB/IRB-110
LAB-250	LAB/IRB-115
LAB-260	LAB/SPF-120
LAB-30	LAB/WBA-015
LAB-300	LAB/EIR-125
LAB-310	LAB/EIR-130
LAB-320	LAB/EIR-135
LAB-330	LAB/IRI-145
LAB-340	LAB/LDB-150
LAB-350	LAB/LDB-155
LAB-360	LAB/LDB-160
LAB-370	LAB/LDB-165
LAB-380	LAB/LDB-170
LAB-390	LAB/LDB-175
LAB-40	LAB/WBA-020
LAB-400	LAB/EIR-140
LAB-410	LAB/ERC-180
LAB-420	LAB/ERC-185
LAB-430	LAB/ERC-190
LAB-440	LAB/ERC-195
LAB-450	LAB/ERC-200
LAB-460	LAB/ERC-205
LAB-470	LAB/ERC-210
LAB-480	LAB/ERC-215
LAB-490	LAB/ERC-220
LAB-50	LAB/MSC-025
LAB-500	LAB/ERC-225
LAB-510	LAB/OSH-230
LAB-520	LAB/OSH-235
LAB-530	LAB/OSH-240
LAB-540	LAB/OSH-245
LAB-550	LAB/OSH-250
LAB-560	LAB/OSH-255
LAB-80	LAB/PPT-030
LAB-90	LAB/PPT-035
LCM-10	NRC/IMR-380
LPA-10	LPA/OPR-005
LPA-20	LPA/OPR-010
LRC-10	LRC/LRS-005
LRC-100	LRC/LRS-050
LRC-110	LRC/LRS-055
LRC-120	LRC/LRS-060
LRC-130	LRC/LRS-065
LRC-20	LRC/LRS-010
LRC-30	LRC/LRS-015
LRC-40	LRC/LRS-020
LRC-50	LRC/LRS-025
LRC-60	LRC/LRS-030
LRC-70	LRC/LRS-035
LRC-80	LRC/LRS-040
LRC-90	LRC/LRS-045
MRC-10	MER/PRB-010
MRC-100	MER/PRB-055
MRC-110	MER/PRB-060
MRC-120	MER/PRB-065
MRC-130	MER/PRB-070
MRC-140	MER/PRB-075
MRC-150	MER/PRB-080
MRC-160	MER/PRB-085
MRC-170	MER/PRB-090
MRC-180	MER/PRB-095
MRC-190	MER/PRB-100
MRC-20	MER/PRB-015
MRC-200	MER/PRB-105
MRC-210	MER/PPD-115
MRC-220	MER/PPD-120
MRC-230	MER/PRO-005
MRC-240	MER/PRB-110
MRC-30	MER/PRB-020
MRC-40	MER/PRB-025
MRC-50	MER/PRB-030
MRC-60	MER/PRB-035
MRC-70	MER/PRB-040
MRC-80	MER/PRB-045
MRC-90	MER/PRB-050
MSST-10	MST/OPR-005
NAE-10	NRC/NAE-465
NAE-20	NRC/NAE-470
NAE-30	NRC/NAE-475
NAE-40	NRC/NAE-480
NAE-50	NRC/NAE-485
NAE-60	NRC/NAE-490
NAE-70	NRC/NAE-495

1984 Number	1985 Number
NAE-80	NRC/NAE-500
NCC-10	NCC/SEC-005
NCC-100	NCC/PAB-050
NCC-110	NCC/PRB-055
NCC-120	NCC/PRB-060
NCC-130	NCC/PRB-065
NCC-140	NCC/PRB-070
NCC-150	NCC/PRB-075
NCC-160	NCC/PLB-080
NCC-170	NCC/PLB-085
NCC-20	NCC/SEC-010
NCC-30	NCC/SEC-015
NCC-40	NCC/DEB-020
NCC-50	NCC/DEB-025
NCC-60	NCC/DEB-030
NCC-70	NCC/PAB-035
NCC-80	NCC/PAB-040
NCC-90	NCC/PAB-045
NCPC-10	NCP/CPA-005
NCPC-100	NCP/OEB-050
NCPC-110	NCP/OEB-055
NCPC-20	NCP/OEB-010
NCPC-30	NCP/OEB-015
NCPC-40	NCP/OEB-020
NCPC-50	NCP/OEB-025
NCPC-60	NCP/OEB-030
NCPC-70	NCP/OEB-035
NCPC-80	NCP/OEB-040
NCPC-90	NCP/OEB-045
ND-10	DND/JAG-005
ND-100	DND/ESD-050
ND-1000	DND/DSD-505
ND-1010	DND/DSD-510
ND-1020	DND/PSB-405
ND-1030	DND/CSA-515
ND-1040	DND/CSA-520
ND-1050	DND/CSA-525
ND-1060	DND/CSA-530
ND-1070	DND/CSA-535
ND-1080	DND/CSA-540
ND-1090	DND/CSA-545
ND-110	DND/ESD-055
ND-1100	DND/CSA-550
ND-1110	DND/MUD-555
ND-1120	DND/MUD-560
ND-1130	DND/MUD-565
ND-1140	DND/MUD-570
ND-1150	DND/MUD-575
ND-1160	DND/MUD-580
ND-1170	DND/MUD-585
ND-1180	DND/CLD-590
ND-1190	DND/CLD-595
ND-120	DND/ISD-060
ND-1200	DND/CPS-600
ND-1210	DND/PCA-605
ND-1220	DND/PCA-610
ND-1230	DND/PCA-615
ND-1240	DND/PCA-620
ND-1250	DND/PCA-625
ND-1260	DND/PCA-630
ND-1270	DND/OLD-635
ND-1280	DND/OLD-640
ND-1290	DND/WEE-645
ND-130	DND/ISD-065
ND-1300	DND/WEE-650
ND-1310	DND/WEE-655
ND-1320	DND/WEE-660
ND-1330	DND/WEE-665
ND-1340	DND/SUB-670
ND-1350	DND/SUB-675
ND-1360	DND/TRD-680
ND-1370	DND/TRD-685
ND-1380	DND/TRD-690
ND-1390	DND/AMD-695
ND-140	DND/DMH-070
ND-1400	DND/AMD-700
ND-1410	DND/MQA-705
ND-1420	DND/CPB-710
ND-1430	DND/CPB-715
ND-1440	DND/RDB-720
ND-1450	DND/RDB-725
ND-1460	DND/RDB-730
ND-1470	DND/RSD-735
ND-1480	DND/RSD-740
ND-1490	DND/RSD-745
ND-150	DND/DMH-075
ND-1500	DND/RDP-750
ND-1510	DND/RDP-755
ND-1520	DND/RDP-760
ND-1530	DND/FSB-765
ND-1540	DND/FSB-770
ND-1550	DND/MSD-775
ND-1560	DND/MSD-780
ND-1570	DND/MSD-785
ND-1580	DND/MSD-790
ND-160	DND/MIS-080
ND-170	DND/MIS-085
ND-180	DND/FSD-090
ND-190	DND/FSD-095
ND-20	DND/JAG-010
ND-200	DND/GSD-100
ND-210	DND/GSD-105
ND-220	DND/GSD-110
ND-230	DND/IPC-115
ND-240	DND/IPC-120
ND-250	DND/DPB-125
ND-260	DND/DPB-130
ND-270	DND/PPB-135
ND-280	DND/PPB-140
ND-290	DND/PPB-145
ND-30	DND/JAG-015
ND-300	DND/ORA-150
ND-310	DND/OMD-155
ND-320	DND/OMD-160
ND-330	DND/OMD-165
ND-340	DND/MDO-170
ND-350	DND/MDO-175
ND-360	DND/MDO-180
ND-370	DND/MDO-185
ND-380	DND/MDO-190
ND-390	DND/MDO-195
ND-40	DND/JAG-020
ND-400	DND/LDO-200
ND-410	DND/LDO-205

1984 Number	1985 Number
ND-420	DND/LDO-210
ND-430	DND/LDO-215
ND-440	DND/LDO-220
ND-450	DND/LDO-225
ND-460	DND/ADO-230
ND-470	DND/ADO-235
ND-480	DND/ADO-240
ND-490	DND/ADO-245
ND-50	DND/JAG-025
ND-500	DND/ADO-250
ND-510	DND/ADO-255
ND-520	DND/ADO-260
ND-530	DND/ADO-265
ND-540	DND/ADO-270
ND-550	DND/ADO-275
ND-560	DND/ADO-280
ND-570	DND/ADO-285
ND-580	DND/ADO-290
ND-590	DND/MPO-295
ND-60	DND/JAG-030
ND-600	DND/MPO-300
ND-610	DND/MPO-305
ND-620	DND/MCE-325
ND-630	DND/MCE-330
ND-640	DND/MCE-335
ND-650	DND/MEO-310
ND-660	DND/MEO-315
ND-670	DND/MEO-320
ND-680	DND/RCD-340
ND-690	DND/RCD-345
ND-70	DND/JAG-035
ND-700	DND/PDB-350
ND-710	DND/PDB-355
ND-720	DND/PDB-360
ND-730	DND/PDB-365
ND-740	DND/RET-370
ND-750	DND/RET-375
ND-760	DND/RET-380
ND-770	DND/PSB-385
ND-780	DND/PSB-390
ND-790	DND/PSB-395
ND-80	DND/JAG-040
ND-800	DND/PSB-400
ND-810	DND/DOC-410
ND-820	DND/DOC-415
ND-830	DND/DOC-420
ND-840	DND/DOC-425
ND-850	DND/DOC-430
ND-860	DND/DOC-435
ND-870	DND/DOC-440
ND-880	DND/DOC-445
ND-890	DND/CBD-450
ND-90	DND/ESD-045
ND-900	DND/CBD-455
ND-910	DND/CBD-460
ND-920	DND/DEP-465
ND-930	DND/CGP-470
ND-940	DND/CGP-475
ND-950	DND/CRC-480
ND-960	DND/CRC-485
ND-970	DND/SGB-490
ND-980	DND/SGB-495
ND-990	DND/SGB-500
NEB-10	NEB/OOS-095
NEB-100	NEB/EPB-170
NEB-110	NEB/EPB-175
NEB-120	NEB/EPB-180
NEB-130	NEB/EPB-185
NEB-140	NEB/ESB-280
NEB-160	NEB/ESB-285
NEB-170	NEB/ESB-290
NEB-180	NEB/ESB-295
NEB-190	NEB/ESB-300
NEB-20	NEB/OOS-100
NEB-200	NEB/ESB-305
NEB-210	NEB/ESB-310
NEB-220	NEB/ESB-315
NEB-230	NEB/ESB-320
NEB-240	NEB/ESB-325
NEB-250	NEB/ESB-330
NEB-260	NEB/ECB-240
NEB-270	NEB/ECB-245
NEB-280	NEB/ECB-250
NEB-290	NEB/ECB-255
NEB-30	NEB/OOS-105
NEB-300	NEB/ECB-260
NEB-310	NEB/ECB-265
NEB-320	NEB/ECB-270
NEB-330	NEB/ECB-275
NEB-340	NEB/FRB-005
NEB-350	NEB/FRB-010
NEB-360	NEB/FRB-015
NEB-370	NEB/FRB-020
NEB-380	NEB/FRB-025
NEB-390	NEB/GAS-130
NEB-400	NEB/GAS-135
NEB-410	NEB/GAS-140
NEB-420	NEB/GAS-145
NEB-430	NEB/LAW-110
NEB-440	NEB/LAW-115
NEB-450	NEB/LAW-120
NEB-460	NEB/LAW-125
NEB-470	NEB/OIL-190
NEB-480	NEB/OIL-195
NEB-490	NEB/OIL-200
NEB-50	NEB/SSB-085
NEB-500	NEB/OIL-205
NEB-510	NEB/OIL-210
NEB-520	NEB/OIL-215
NEB-530	NEB/OIL-220
NEB-540	NEB/OIL-225
NEB-550	NEB/OIL-230
NEB-560	NEB/OIL-235
NEB-570	NEB/PEO-060
NEB-580	NEB/PEO-065
NEB-590	NEB/ERW-040
NEB-60	NEB/EPB-150
NEB-600	NEB/PEO-070
NEB-610	NEB/PEO-075
NEB-620	NEB/PEO-080
NEB-70	NEB/EPB-155
NEB-80	NEB/EPB-160
NEB-90	NEB/EPB-165
NFB-10	NFB/EPB-025

1984 Number	1985 Number
NFB-100	NFB/SED-055
NFB-110	NFB/COM-010
NFB-120	NFB/COM-015
NFB-130	NFB/COM-020
NFB-20	NFB/FPB-030
NFB-60	NFB/SED-035
NFB-70	NFB/SED-040
NFB-80	NFB/SED-045
NFB-90	NFB/SED-050
NFPMC-10	FPM/FPM-005
NFPMC-20	FPM/FPM-010
NLC-10	NLC/ADM-005
NLC-100	NLC/CAT-050
NLC-110	NLC/CAT-055
NLC-120	NLC/CAT-060
NLC-130	NLC/CAT-065
NLC-140	NLC/LSC-070
NLC-150	NLC/LSC-075
NLC-170	NLC/PSB-080
NLC-180	NLC/PSB-085
NLC-190	NLC/PSB-090
NLC-20	NLC/ADM-010
NLC-200	NLC/PSB-095
NLC-210	NLC/PSB-100
NLC-220	NLC/PSB-105
NLC-230	NLC/PSB-110
NLC-240	NLC/PSB-115
NLC-250	NLC/PSB-120
NLC-260	NLC/PSB-130
NLC-270	NLC/PSB-125
NLC-30	NLC/ADM-015
NLC-40	NLC/ADM-020
NLC-50	NLC/ADM-025
NLC-60	NLC/CDB-030
NLC-70	NLC/CDB-035
NLC-80	NLC/CAT-040
NLC-90	NLC/CAT-045
NMC-10	NMC/CMS-005
NMC-100	NMC/NPG-055
NMC-1000	NMC/MMB-505
NMC-1010	NMC/MMB-510
NMC-1020	NMC/MMB-515
NMC-1030	NMC/MMB-520
NMC-1040	NMC/MMB-525
NMC-1050	NMC/MMC-530
NMC-1060	NMC/MMC-535
NMC-1070	NMC/MMC-540
NMC-1080	NMC/MMC-545
NMC-1090	NMC/MMC-550
NMC-110	NMC/NPG-060
NMC-1100	NMC/MMC-555
NMC-1110	NMC/MMD-560
NMC-1120	NMC/MMD-565
NMC-1130	NMC/MMD-570
NMC-1140	NMC/MMD-575
NMC-1150	NMC/MMD-580
NMC-1160	NMC/MMD-585
NMC-1170	NMC/MME-590
NMC-1180	NMC/MME-595
NMC-1190	NMC/MME-600
NMC-120	NMC/NPG-065
NMC-1200	NMC/MME-605

1984 Number	1985 Number
NMC-1210	NMC/MME-610
NMC-1220	NMC/MME-615
NMC-1230	NMC/MMF-620
NMC-1240	NMC/MMF-625
NMC-1250	NMC/MMF-630
NMC-1260	NMC/MMF-635
NMC-1270	NMC/MMF-640
NMC-1280	NMC/MMF-645
NMC-1290	NMC/MMG-650
NMC-130	NMC/NPG-070
NMC-1300	NMC/MMG-655
NMC-1310	NMC/MMG-660
NMC-1320	NMC/MMG-665
NMC-1330	NMC/MMG-670
NMC-1340	NMC/MMG-675
NMC-1350	NMC/MST-680
NMC-1360	NMC/MST-685
NMC-1370	NMC/MST-690
NMC-1380	NMC/MST-695
NMC-140	NMC/NPG-075
NMC-150	NMC/NPG-080
NMC-160	NMC/NGA-085
NMC-170	NMC/NGA-090
NMC-180	NMC/NGA-095
NMC-190	NMC/NGA-100
NMC-20	NMC/CMS-010
NMC-200	NMC/NGA-105
NMC-210	NMC/NGA-110
NMC-220	NMC/NGA-115
NMC-230	NMC/NGB-120
NMC-240	NMC/NGB-125
NMC-250	NMC/NGB-130
NMC-260	NMC/NGB-135
NMC-270	NMC/NGC-140
NMC-280	NMC/NGC-145
NMC-290	NMC/NGC-150
NMC-30	NMC/CMS-015
NMC-300	NMC/NGC-155
NMC-310	NMC/NGC-160
NMC-320	NMC/NGD-165
NMC-330	NMC/NGD-170
NMC-340	NMC/NGD-175
NMC-350	NMC/NGD-180
NMC-360	NMC/NGD-185
NMC-370	NMC/NGD-190
NMC-380	NMC/NGD-195
NMC-390	NMC/NGE-200
NMC-40	NMC/CMS-020
NMC-400	NMC/NGE-205
NMC-410	NMC/NGE-210
NMC-420	NMC/NGE-215
NMC-430	NMC/NGE-220
NMC-440	NMC/NGE-225
NMC-450	NMC/NGF-230
NMC-460	NMC/NGF-235
NMC-470	NMC/NGF-240
NMC-480	NMC/NGF-245
NMC-490	NMC/NGF-250
NMC-50	NMC/CMS-025
NMC-500	NMC/NGF-255
NMC-510	NMC/NGF-260
NMC-520	NMC/NGF-265

1984 Number	1985 Number
NMC-530	NMC/NGF-270
NMC-540	NMC/NGG-275
NMC-550	NMC/NGG-280
NMC-560	NMC/NGH-285
NMC-570	NMC/NGH-290
NMC-580	NMC/NGH-295
NMC-590	NMC/NGH-300
NMC-60	NMC/CMS-035
NMC-600	NMC/NGH-305
NMC-610	NMC/NSA-310
NMC-620	NMC/NSA-315
NMC-630	NMC/NSA-320
NMC-640	NMC/NSA-325
NMC-650	NMC/NSB-330
NMC-660	NMC/NSB-335
NMC-670	NMC/NSB-340
NMC-680	NMC/NSC-345
NMC-690	NMC/NSC-350
NMC-700	NMC/NSC-355
NMC-710	NMC/NSC-360
NMC-720	NMC/NSC-365
NMC-730	NMC/NSD-370
NMC-740	NMC/NSD-375
NMC-750	NMC/NSD-380
NMC-760	NMC/NSD-385
NMC-770	NMC/NSD-390
NMC-780	NMC/NSE-395
NMC-790	NMC/NSE-400
NMC-80	NMC/NPG-045
NMC-800	NMC/NSE-405
NMC-810	NMC/NSE-410
NMC-820	NMC/NSF-415
NMC-830	NMC/NSF-420
NMC-840	NMC/NSF-425
NMC-850	NMC/NSF-430
NMC-860	NMC/NSF-435
NMC-870	NMC/NSF-440
NMC-880	NMC/NSG-445
NMC-890	NMC/NSG-450
NMC-90	NMC/NPG-050
NMC-900	NMC/NSG-455
NMC-910	NMC/NSG-460
NMC-920	NMC/NSG-465
NMC-930	NMC/MMA-470
NMC-940	NMC/MMA-475
NMC-950	NMC/MMA-480
NMC-960	NMC/MMA-485
NMC-970	NMC/MMA-490
NMC-980	NMC/MMA-495
NMC-990	NMC/MMB-500
NPA-10	NPA/COM-005
NPA-100	NPA/TRA-050
NPA-110	NPA/TRA-055
NPA-120	NPA/SEE-060
NPA-130	NPA/SEE-065
NPA-140	NPA/SEE-070
NPA-150	NPA/SEE-075
NPA-160	NPA/SRU-080
NPA-170	NPA/SRU-085
NPA-180	NPA/SRU-090
NPA-190	NPA/EDU-095
NPA-200	NPA/EDU-100

1984 Number	1985 Number
NPA-40	NPA/ADM-020
NPA-50	NPA/ADM-025
NPA-60	NPA/ADM-030
NPA-70	NPA/ADM-035
NPA-80	NPA/ODO-040
NPA-90	NPA/TRA-045
NPB-10	NPB/NPB-005
NPB-20	NPB/NPB-010
NPB-30	NPB/NPB-015
NPB-40	NPB/NPB-020
NPB-50	NPB/NPB-025
NPB-60	NPB/NPB-030
NPB-70	NPB/NPB-035
NPB-80	NPB/NPB-040
NPB-90	NPB/NPB-045
NSERC-10	SER/OPS-005
NSERC-20	SER/OPS-010
OCG-10	OCG/PCU-005
OCG-100	OCG/PDB-045
OCG-110	OCG/PDB-050
OCG-120	OCG/PDB-055
OCG-130	OCG/PDB-060
OCG-140	OCG/PDB-065
OCG-150	OCG/PDB-070
OCG-160	OCG/PDB-075
OCG-170	OCG/PDB-080
OCG-180	OCG/PDB-085
OCG-190	OCG/PDB-090
OCG-200	OCG/PDB-095
OCG-210	OCG/PDB-100
OCG-220	OCG/PDB-105
OCG-230	OCG/PDB-110
OCG-240	OCG/PDB-115
OCG-250	OCG/PDB-120
OCG-260	OCG/PDB-125
OCG-270	OCG/PDB-130
OCG-280	OCG/PEB-135
OCG-290	OCG/PEB-145
OCG-30	OCG/PCU-010
OCG-300	OCG/PEB-150
OCG-310	OCG/PEB-155
OCG-320	OCG/PEB-160
OCG-330	OCG/PEB-165
OCG-340	OCG/PEB-170
OCG-40	OCG/PCU-015
OCG-50	OCG/PCU-020
OCG-60	OCG/MPB-025
OCG-70	OCG/MPB-030
OCG-80	OCG/MPB-035
OCG-90	OCG/PDB-040
OCI-10	OCI/CIN-005
OCI-20	OCI/CIN-010
OCI-30	OCI/CIN-015
OCI-40	OCI/CIN-020
OCI-50	OCI/CIN-025
OCI-60	OCI/CIN-030
PAB-10	PAB/PAB-005
PAC-10	PAC/DAO-005
PAC-100	PAC/NMC-050
PAC-110	PAC/NMC-055
PAC-120	PAC/NMC-060
PAC-130	PAC/NMC-065

1984 Number	1985 Number
PAC-140	PAC/MAD-070
PAC-150	PAC/MAD-075
PAC-160	PAC/MRA-080
PAC-170	PAC/MRA-085
PAC-180	PAC/MRA-090
PAC-190	PAC/MRA-095
PAC-20	PAC/DAO-010
PAC-200	PAC/NPC-100
PAC-210	PAC/NPC-105
PAC-220	PAC/NPC-110
PAC-230	PAC/NPC-115
PAC-240	PAC/PID-120
PAC-250	PAC/PID-125
PAC-260	PAC/PID-130
PAC-270	PAC/PAL-135
PAC-280	PAC/PAL-140
PAC-290	PAC/PAL-145
PAC-30	PAC/FAD-015
PAC-300	PAC/LPO-150
PAC-305	PAC/CMO-155
PAC-310	PAC/FRC-160
PAC-340	PAC/NPR-165
PAC-370	PAC/NPR-170
PAC-380	PAC/RMM-180
PAC-40	PAC/FAD-020
PAC-410	PAC/MSR-175
PAC-415	PAC/RMM-185
PAC-490	PAC/ODA-190
PAC-495	PAC/PSD-195
PAC-50	PAC/FAD-025
PAC-500	PAC/PCD-200
PAC-505	PAC/RCD-205
PAC-60	PAC/FTS-030
PAC-70	PAC/FTS-035
PAC-80	PAC/FTS-040
PAC-90	PAC/FTS-045
PBI-20	NRC/PBI-565
PBI-30	NRC/PBI-570
PBI-60	NRC/PBI-585
PC-10	CPC/POR-005
PC-20	CPC/POR-010
PC-30	CPC/COR-015
PH-10	NRC/DPH-505
PH-100	NRC/DPH-550
PH-110	NRC/DPH-555
PH-20	NRC/DPH-510
PH-30	NRC/DPH-515
PH-40	NRC/DPH-520
PH-50	NRC/DPH-525
PH-60	NRC/DPH-530
PH-70	NRC/DPH-535
PH-80	NRC/DPH-540
PH-90	NRC/DPH-545
PIB-10	NRC/PBI-560
PIB-40	NRC/PBI-575
PIB-50	NRC/PBI-580
PPA-10	PPA/OPE-005
PPA-20	PPA/OPE-010
PRB-10	VAC/PRB-005
PRE-10	NRC/EXE-020
PSC-05	PSC/EXS-020
PSC-10	PSC/MCP-065

1984 Number	1985 Number
PSC-100	PSC/AUD-025
PSC-110	PSC/AIB-015
PSC-120	PSC/AIB-005
PSC-130	PSC/AIB-010
PSC-140	PSC/SDB-085
PSC-141	PSC/SDB-090
PSC-142	PSC/SDB-095
PSC-160	PSC/SDB-100
PSC-20	PSC/MCP-070
PSC-200	PSC/LTB-105
PSC-30	PSC/MCP-075
PSC-40	PSC/SPB-030
PSC-60	PSC/SPB-040
PSC-70	PSC/SPB-045
PSC-80	PSC/SPB-050
PSC-91	PSC/SPB-055
PSSRB-10	SRB/OSR-020
PSSRB-100	SRB/OSR-065
PSSRB-110	SRB/OSR-070
PSSRB-120	SRB/OSR-075
PSSRB-130	SRB/OSR-080
PSSRB-140	SRB/OSR-085
PSSRB-150	SRB/OSR-090
PSSRB-160	SRB/OSR-095
PSSRB-170	SRB/OSR-100
PSSRB-180	SRB/OSR-105
PSSRB-190	SRB/OSR-110
PSSRB-20	SRB/OSR-025
PSSRB-200	SRB/OSR-115
PSSRB-210	SRB/OSR-120
PSSRB-220	SRB/OSR-125
PSSRB-230	SRB/OMD-130
PSSRB-240	SRB/OMD-135
PSSRB-250	SRB/OMD-140
PSSRB-260	SRB/LGS-145
PSSRB-270	SRB/PRB-005
PSSRB-280	SRB/PRB-010
PSSRB-290	SRB/PRB-015
PSSRB-30	SRB/OSR-030
PSSRB-40	SRB/OSR-035
PSSRB-50	SRB/OSR-040
PSSRB-60	SRB/OSR-045
PSSRB-70	SRB/OSR-050
PSSRB-80	SRB/OSR-055
PSSRB-90	SRB/OSR-060
PWC-10	PWC/PWC-005
PWC-100	PWC/PWC-050
PWC-110	PWC/PWC-055
PWC-120	PWC/PWC-060
PWC-130	PWC/PWC-065
PWC-140	PWC/PWC-070
PWC-150	PWC/PWC-075
PWC-160	PWC/PWC-080
PWC-170	PWC/PWC-085
PWC-180	PWC/PWC-090
PWC-20	PWC/PWC-010
PWC-30	PWC/PWC-015
PWC-40	PWC/PWC-020
PWC-50	PWC/PWC-025
PWC-60	PWC/PWC-030
PWC-70	PWC/PWC-035
PWC-80	PWC/PWC-040

1984 Number	1985 Number
PWC-90	PWC/PWC-045
RCCE-10	RCC/CPE-340
RCCE-100	RCC/CPE-290
RCCE-110	RCC/CPE-295
RCCE-120	RCC/CPE-300
RCCE-130	RCC/CPE-305
RCCE-140	RCC/CPE-310
RCCE-150	RCC/CPE-250
RCCE-160	RCC/CPE-255
RCCE-170	RCC/CPE-380
RCCE-180	RCC/CPE-170
RCCE-190	RCC/CPE-175
RCCE-200	RCC/CPE-180
RCCE-210	RCC/CPE-185
RCCE-220	RCC/CPE-190
RCCE-230	RCC/CPE-195
RCCE-240	RCC/CPE-200
RCCE-250	RCC/CPE-205
RCCE-260	RCC/CPE-215
RCCE-270	RCC/CPE-230
RCCE-280	RCC/CPE-235
RCCE-290	RCC/CPE-240
RCCE-300	RCC/CPE-220
RCCE-310	RCC/CPE-210
RCCE-320	RCC/CAE-445
RCCE-330	RCC/CPE-245
RCCE-340	RCC/CPE-375
RCCE-350	RCC/CPE-395
RCCE-360	RCC/CPE-315
RCCE-370	RCC/CPE-320
RCCE-390	RCC/CPE-325
RCCE-40	RCC/CPE-260
RCCE-400	RCC/CPE-335
RCCE-410	RCC/CPE-345
RCCE-420	RCC/CPE-145
RCCE-430	RCC/CPE-140
RCCE-440	RCC/CPE-135
RCCE-450	RCC/CPE-155
RCCE-460	RCC/CPE-150
RCCE-470	RCC/CPE-165
RCCE-480	RCC/CPE-160
RCCE-490	RCC/EPE-110
RCCE-50	RCC/CPE-265
RCCE-500	RCC/EPE-115
RCCE-510	RCC/EPE-120
RCCE-520	RCC/EPE-125
RCCE-530	RCC/EPE-130
RCCE-540	RCC/EPE-005
RCCE-550	RCC/EPE-010
RCCE-560	RCC/EPE-015
RCCE-570	RCC/EPE-020
RCCE-580	RCC/EPE-025
RCCE-590	RCC/EPE-045
RCCE-60	RCC/CPE-270
RCCE-600	RCC/EPE-040
RCCE-610	RCC/EPE-075
RCCE-620	RCC/EPE-080
RCCE-690	RCC/EPE-085
RCCE-700	RCC/EPE-090
RCCE-710	RCC/EPE-030
RCCE-720	RCC/EPE-035
RCCE-750	RCC/CAE-410
RCCE-760	RCC/CAE-415
RCCE-770	RCC/CAE-420
RCCE-780	RCC/CAE-425
RCCE-790	RCC/CAE-440
RCCE-80	RCC/CPE-280
RCCE-800	RCC/CPE-225
RCCE-810	RCC/CPE-275
RCCE-820	RCC/CPE-330
RCCE-830	RCC/CPE-365
RCCE-840	RCC/CPE-370
RCCE-850	RCC/CPE-390
RCCE-860	RCC/CPE-400
RCCE-870	RCC/CPE-405
RCCE-880	RCC/EPE-070
RCCE-890	RCC/EPE-095
RCCE-90	RCC/CPE-285
RCCE-900	RCC/EPE-100
RCCE-910	RCC/EPE-105
RCCE-920	RCC/CAE-430
RCCE-930	RCC/CAE-435
RCDA-630	RCC/EPE-050
RCM-10	RCM/INM-005
RCM-100	RCM/MAD-045
RCM-110	RCM/ENS-060
RCM-110	RCM/TES-110
RCM-120	RCM/ENG-065
RCM-140	RCM/QAA-100
RCM-140	RCM/QAA-095
RCM-160	RCM/MAM-070
RCM-160	RCM/MAM-080
RCM-170	RCM/REF-105
RCM-20	RCM/MRD-010
RCM-30	RCM/BRS-015
RCM-40	RCM/PUR-025
RCM-50	RCM/CNP-030
RCM-60	RCM/MAD-040
RCM-80	RCM/CAM-050
RCM-80	RCM/MAM-090
RCM-90	RCM/CAM-055
RCMP-10	CMP/COM-005
RCMP-100	CMP/CID-040
RCMP-110	CMP/CID-045
RCMP-120	CMP/CID-050
RCMP-130	CMP/CID-055
RCMP-140	CMP/CID-060
RCMP-150	CMP/CID-065
RCMP-160	CMP/CID-070
RCMP-170	CMP/CID-075
RCMP-180	CMP/CID-080
RCMP-190	CMP/CID-085
RCMP-20	CMP/COM-010
RCMP-200	CMP/CID-090
RCMP-210	CMP/CIS-095
RCMP-220	CMP/AIR-100
RCMP-230	CMP/LAB-130
RCMP-240	CMP/IDD-105
RCMP-250	CMP/LAB-135
RCMP-260	CMP/IDD-110
RCMP-270	CMP/IDD-115
RCMP-280	CMP/IDD-120
RCMP-290	CMP/IDD-125
RCMP-30	CMP/FSD-015

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
RCMP-300	CMP/AIP-140
RCMP-310	CMP/AIP-145
RCMP-320	CMP/PRO-150
RCMP-330	CMP/PRO-155
RCMP-340	CMP/PRO-160
RCMP-350	CMP/PRO-165
RCMP-360	CMP/RSV-170
RCMP-370	CMP/RSV-175
RCMP-380	CMP/RSV-180
RCMP-390	CMP/RSV-185
RCMP-400	CMP/RSV-190
RCMP-410	CMP/RSV-195
RCMP-420	CMP/RSV-200
RCMP-430	CMP/RSV-205
RCMP-440	CMP/RSV-210
RCMP-450	CMP/RSV-215
RCMP-460	CMP/RSU-220
RCMP-470	CMP/RSV-225
RCMP-480	CMP/RSU-230
RCMP-490	CMP/TRN-235
RCMP-50	CMP/AUD-020
RCMP-500	CMP/TRN-240
RCMP-510	CMP/DEP-245
RCMP-520	CMP/DEP-250
RCMP-530	CMP/DEP-255
RCMP-540	CMP/OPD-260
RCMP-550	CMP/OPD-265
RCMP-560	CMP/OPD-270
RCMP-570	CMP/OPD-275
RCMP-580	CMP/OPD-280
RCMP-590	CMP/OPD-285
RCMP-60	CMP/AUD-021
RCMP-600	CMP/OPD-290
RCMP-610	CMP/OPD-295
RCMP-620	CMP/OPD-300
RCMP-630	CMP/OPD-305
RCMP-640	CMP/OPD-310
RCMP-650	CMP/OPD-315
RCMP-660	CMP/OPD-320
RCMP-670	CMP/OPD-325
RCMP-680	CMP/OPD-330
RCMP-690	CMP/OPD-335
RCMP-70	CMP/AUD-025
RCMP-700	CMP/OPD-340
RCMP-710	CMP/OPD-345
RCMP-80	CMP/PRB-030
RCMP-90	CMP/PRB-035
RCT-10	RCT/MCD-005
RCT-100	RCT/MCD-020
RCT-110	RCT/LEG-040
RCT-120	RCT/LEG-045
RCT-130	RCT/LEG-050
RCT-140	RCT/LEG-055
RCT-150	RCT/LEG-060
RCT-160	RCT/LEG-065
RCT-170	RCT/LEG-100
RCT-180	RCT/LEG-070
RCT-190	RCT/LEG-075
RCT-20	RCT/MCD-010
RCT-200	RCT/LEG-080
RCT-210	RCT/LEG-085
RCT-220	RCT/LEG-090

1984 Number	1985 Number
RCT-230	RCT/LEG-095
RCT-240	RCT/PSB-125
RCT-250	RCT/PSB-130
RCT-260	RCT/PSB-135
RCT-270	RCT/PSB-140
RCT-280	RCT/PSB-145
RCT-290	RCT/PSB-150
RCT-30	RCT/MCD-015
RCT-300	RCT/PSB-155
RCT-310	RCT/PSB-160
RCT-320	RCT/PSB-165
RCT-330	RCT/PSB-170
RCT-340	RCT/PSB-175
RCT-350	RCT/PSB-180
RCT-360	RCT/PSB-185
RCT-370	RCT/PSB-190
RCT-380	RCT/PSB-195
RCT-390	RCT/PSB-200
RCT-40	RCT/IAE-025
RCT-400	RCT/PSB-205
RCT-410	RCT/PSB-210
RCT-420	RCT/PSB-215
RCT-430	RCT/PSB-220
RCT-440	RCT/PSB-225
RCT-450	RCT/PSB-230
RCT-460	RCT/PSB-235
RCT-470	RCT/PSB-240
RCT-480	RCT/PSB-245
RCT-490	RCT/PSB-250
RCT-50	RCT/LEG-105
RCT-500	RCT/PSB-255
RCT-510	RCT/PSB-260
RCT-520	RCT/PSB-265
RCT-530	RCT/PSB-270
RCT-540	RCT/PSB-275
RCT-550	RCT/PSB-280
RCT-560	RCT/PSB-285
RCT-570	RCT/PSB-290
RCT-580	RCT/PSB-295
RCT-590	RCT/APP-300
RCT-60	RCT/LEG-110
RCT-600	RCT/APP-305
RCT-610	RCT/APP-310
RCT-620	RCT/APP-315
RCT-630(B)	RCT/IAE-030
RCT-640(B)	RCT/IAE-035
RCT-70	RCT/LEG-115
RCT-90	RCT/LEG-120
RCT-930	RCT/MSB-320
RIE-10	RIE/JMD-005
RIE-100	RIE/MEE-125
RIE-110	RIE/ELA-130
RIE-120	RIE/OII-135
RIE-121	RIE/OII-140
RIE-122	RIE/OII-145
RIE-123	RIE/OII-150
RIE-124	RIE/OII-155
RIE-130	RIE/EMP-160
RIE-135	RIE/MEB-165
RIE-140	RIE/TOU-170
RIE-150	RIE/BSP-175
RIE-151	RIE/BSP-180

1984 Number	1985 Number
RIE-152	RIE/BSP-185
RIE-153	RIE/BSP-190
RIE-160	RIE/BSP-195
RIE-170	RIE/BSP-200
RIE-180	RIE/CCB-205
RIE-190	RIE/POL-210
RIE-20	RIE/PPA-010
RIE-200	RIE/PRE-265
RIE-21	RIE/PPA-015
RIE-210	RIE/CSB-270
RIE-22	RIE/PPA-020
RIE-23	RIE/PPA-025
RIE-250	RIE/RHB-275
RIE-251	RIE/RHB-280
RIE-260	RIE/CIR-290
RIE-270	RIE/AUD-295
RIE-274	RIE/AUD-300
RIE-280	RIE/NED-325
RIE-290	RIE/XRO-330
RIE-291	RIE/XRO-335
RIE-292	RIE/XRO-340
RIE-293	RIE/XRO-345
RIE-294	RIE/XRO-350
RIE-30	RIE/OIA-030
RIE-300	RIE/NSP-355
RIE-301	RIE/NSP-360
RIE-302	RIE/NSP-365
RIE-303	RIE/NSP-370
RIE-304	RIE/NSP-375
RIE-40	RIE/RPI-070
RIE-50	RIE/FCP-075
RIE-60	RIE/SEI-080
RIE-70	RIE/IRB-085
RIE-80	RIE/PPC-100
RIE-81	RIE/PPC-105
RIE-82	RIE/PPC-110
RIE-83	RIE/PPC-115
RIE-90	RIE/AMR-120
RJ-10	NRC/TTR-735
RPSO-10	NRC/PAS-745
RTPC-10	RTP/COM-005
RTPC-20	RTP/COM-010
SC-10	STC/SIL-010
SC-100	STC/HLD-050
SC-1000	STC/GEO-520
SC-1010	STC/BUS-525
SC-1020	STC/BUS-530
SC-1030	STC/STD-535
SC-1040	STC/SVM-540
SC-1050	STC/BSM-545
SC-1060	STC/ADD-550
SC-1070	STC/TSR-555
SC-1080	STC/SAD-560
SC-110	STC/HLD-055
SC-120	STC/LAB-065
SC-130	STC/LAB-070
SC-140	STC/LAB-075
SC-150	STC/HLT-080
SC-160	STC/HLT-085
SC-170	STC/HLT-090
SC-180	STC/HLT-095
SC-190	STC/HLT-100
SC-20	STC/COP-015
SC-200	STC/HLT-105
SC-210	STC/HLT-110
SC-220	STC/HLT-115
SC-230	STC/HLT-120
SC-240	STC/CCJ-125
SC-250	STC/CCJ-130
SC-260	STC/CCJ-135
SC-270	STC/CCJ-140
SC-280	STC/CCJ-145
SC-290	STC/CCJ-150
SC-30	STC/COP-020
SC-300	STC/CCJ-155
SC-310	STC/ECT-165
SC-320	STC/ECT-170
SC-330	STC/ECT-175
SC-340	STC/ECT-180
SC-350	STC/ECT-185
SC-360	STC/ECT-190
SC-370	STC/ECT-195
SC-380	STC/ECT-200
SC-390	STC/PUI-210
SC-40	STC/HFS-025
SC-400	STC/PUI-215
SC-410	STC/PUI-220
SC-420	STC/NAC-225
SC-430	STC/GNP-235
SC-440	STC/IMA-240
SC-450	STC/IFE-245
SC-460	STC/IFE-250
SC-470	STC/IFE-255
SC-480	STC/IFE-260
SC-490	STC/INO-265
SC-50	STC/DEM-030
SC-500	STC/ECA-275
SC-510	STC/POS-280
SC-520	STC/NAD-230
SC-530	STC/SES-285
SC-550	STC/STA-290
SC-560	STC/STA-295
SC-570	STC/INO-270
SC-580	STC/IOF-435
SC-590	STC/IOF-440
SC-60	STC/HLD-035
SC-600	STC/IND-310
SC-610	STC/IND-315
SC-620	STC/IND-320
SC-630	STC/IND-325
SC-640	STC/IND-330
SC-650	STC/IND-335
SC-660	STC/IND-340
SC-670	STC/IND-345
SC-680	STC/IND-350
SC-690	STC-IND-355
SC-70	STC/HLD-040
SC-700	STC-IND-360
SC-710	STC/IND-365
SC-720	STC/IND-385
SC-730	STC/TRA-390
SC-740	STC/TRA-395
SC-750	STC/TRA-400
SC-760	STC/TRA-405

1984 Number	1985 Number
SC-770	STC/SER-430
SC-780	STC/SCT-480
SC-790	STC/IND-370
SC-80	STC/LHS-060
SC-800	STC/SCT-470
SC-810	STC/SCT-475
SC-820	STC/IND-375
SC-830	STC/IND-380
SC-840	STC/SER-425
SC-850	STC/INT-410
SC-860	STC/PRI-415
SC-870	STC/PRI-420
SC-880	STC/AGR-445
SC-890	STC/AGR-450
SC-90	STC/HLD-045
SC-900	STC/AGR-455
SC-910	STC/AGR-460
SC-920	STC/SCT-465
SC-930	STC/INM-485
SC-940	STC/ISD-490
SC-950	STC/ISD-495
SC-960	STC/CLS-505
SC-970	STC/ISD-500
SC-980	STC/CLS-510
SC-990	STC/CLS-515
SCC-10	SCC/RES-005
SCS-780	CPS/OSD-365
SGC-10	SGC/PSB-005
SGC-100	SGC/PRB-050
SGC-110	SGC/POL-095
SGC-120	SGC/POL-100
SGC-130	SGC/POL-105
SGC-140	SGC/PSB-015
SGC-150	SGC/POL-110
SGC-160	SGC/POL-115
SGC-170	SGC/PSB-020
SGC-180	SGC/PSB-025
SGC-190	SGC/PSB-030
SGC-20	SGC/PSB-010
SGC-200	SGC/PSB-035
SGC-210	SGC/PSB-040
SGC-220	SGC/PSB-045
SGC-30	SGC/POL-060
SGC-40	SGC/POL-065
SGC-50	SGC/POL-070
SGC-60	SGC/POL-075
SGC-70	SGC/POL-080
SGC-80	SGC/POL-085
SGC-90	SGC/POL-090
SIS-010 (B)	SIS/DDS-005
SIS-020 (B)	SIS/DDS-010
SIS-030 (B)	SIS/DDS-015
SIS-040 (B)	SIS/DDS-020
SIS-050 (B)	SIS/DDS-025
SIS-060 (B)	SIS/DDS-030
SIS-070 (B)	SIS/DDS-035
SIS-080 (B)	SIS/DDS-040
SLSA-10	SLS/CPB-005
SLSA-100	SLS/ODW-050
SLSA-100	SLS/ODE-050
SLSA-110	SLS/EMW-055
SLSA-110	SLS/EME-055
SLSA-120	SLS/ESB-060
SLSA-130	SLS/OMB-065
SLSA-130	SLS/ESB-065
SLSA-140	SLS/OMB-070
SLSA-140	SLS/ESB-070
SLSA-150	SLS/ESB-075
SLSA-160	SLS/ESB-080
SLSA-160	SLS/OMB-080
SLSA-170	SLS/ESB-085
SLSA-180	SLS/ESB-090
SLSA-190	SLS/ESB-095
SLSA-20	SLS/OMB-010
SLSA-200	SLS/EMW-100
SLSA-210	SLS/EMW-105
SLSA-220	SLS/ESB-110
SLSA-230	SLS/EMW-115
SLSA-240	SLS/SIB-120
SLSA-30	SLS/OMB-015
SLSA-40	SLS/FAB-020
SLSA-50	SLS/FAB-025
SLSA-60	SLS/FAR-030
SLSA-70	SLS/FAR-035
SLSA-80	SLS/ODW-040
SLSA-80	SLS/ODE-040
SLSA-90	SLS/ODW-045
SLSA-90	SLS/ODE-045
SS-10	SSC/ESP-005
SS-100	SSC/CCP-055
SS-110	SSC/CCP-060
SS-120	SSC/CCP-065
SS-130	SSC/CCP-070
SS-131	SSC/CCP-075
SS-132	SSC/CCP-080
SS-140	SSC/OLP-025
SS-150	SSC/ARO-095
SS-20	SSC/ESP-010
SS-30	SSC/OLP-030
SS-40	SSC/OLP-015
SS-50	SSC/OLP-020
SS-60	SSC/CCP-035
SS-70	SSC/CCP-040
SS-80	SSC/CCP-045
SS-90	SSC/CCP-050
SSC-10	DSS/SOS-005
SSC-10	SDC/NSB-005
SSC-100	DSS/ROS-060
SSC-110	DSS/SOS-020
SSC-120	DSS/FAS-100
SSC-130	DSS/ROS-065
SSC-140	DSS/SOS-025
SSC-160	DSS/FAS-105
SSC-170	DSS/SOS-030
SSC-180	DSS/SOS-035
SSC-190	DSS/SOS-040
SSC-20	DSS/DCS-180
SSC-20	SDC/NSB-010
SSC-200	DSS/SOS-045
SSC-210	DSS/ROS-070
SSC-220	DSS/ROS-075
SSC-230	DSS/ROS-080
SSC-240	DSS/MOS-125
SSC-250	DSS/MOS-130

1984 Number	1985 Number
SSC-260	DSS/ROS-090
SSC-30	DSS/SOS-010
SSC-30	SDC/NSB-015
SSC-310	DSS/MOS-135
SSC-320	DSS/MOS-140
SSC-330	DSS/MOS-145
SSC-340	DSS/MOS-150
SSC-350	DSS/MOS-155
SSC-360	DSS/MOS-160
SSC-361	DSS/ODD-175
SSC-370	DSS/MOS-165
SSC-380	DSS/MOS-170
SSC-390	DSS/FAS-110
SSC-40	DSS/FAS-095
SSC-40	SDC/EIB-020
SSC-400	DSS/FAS-115
SSC-410	DSS/FAS-120
SSC-420	DSS/STP-210
SSC-430	DSS/STP-215
SSC-50	DSS/SOS-015
SSC-50	SDC/EIB-025
SSC-60	SDC/ISB-030
SSC-60	DSS/DCS-185
SSC-70	DSS/DCS-190
SSC-70	SDC/ISB-035
SSC-80	DSS/ROS-050
SSC-90	DSS/ROS-055
SSHDR-181	SHR/IDR-130
SSHRC-10	SHR/SEC-005
SSHRC-100	SHR/RES-055
SSHRC-110	SHR/STR-070
SSHRC-120	SHR/STR-075
SSHRC-121	SHR/STR-080
SSHRC-130	SHR/STR-085
SSHRC-140	SHR/STR-090
SSHRC-150	SHR/STR-095
SSHRC-160	SHR/STR-100
SSHRC-170	SHR/STR-110
SSHRC-180	SHR/IDR-125
SSHRC-182	SHR/IDR-135
SSHRC-183	SHR/IDR-140
SSHRC-184	SHR/IDR-145
SSHRC-185	SHR/IDR-150
SSHRC-190	SHR/FEL-210
SSHRC-191	SHR/FEL-215
SSHRC-192	SHR/FEL-220
SSHRC-193	SHR/FEL-225
SSHRC-194	SHR/FEL-230
SSHRC-20	SHR/SEC-010
SSHRC-200	SHR/IDR-155
SSHRC-201	SHR/IDR-160
SSHRC-202	SHR/IDR-165
SSHRC-203	SHR/IDR-170
SSHRC-204	SHR/IDR-175
SSHRC-205	SHR/IDR-180
SSHRC-206	SHR/IDR-185
SSHRC-207	SHR/IDR-190
SSHRC-208	SHR/IDR-195
SSHRC-210	SHR/IDR-200
SSHRC-210	SHR/FEL-245
SSHRC-210	SHR/STR-115
SSHRC-210	SHR/RES-060
SSHRC-220	SHR/RES-065
SSHRC-220	SHR/STR-120
SSHRC-220	SHR/IDR-205
SSHRC-220	SHR/FEL-250
SSHRC-240	SHR/STR-105
SSHRC-30	SHR/ODG-030
SSHRC-40	SHR/INF-015
SSHRC-50	SHR/EVA-020
SSHRC-60	SHR/EVA-025
SSHRC-70	SHR/RES-035
SSHRC-71	SHR/RES-040
SSHRC-80	SHR/RES-045
SSHRC-90	SHR/RES-050
SW-10	OSW/OSW-005
SW-20	OSW/OSW-010
SW-30	OSW/OSW-015
SW-40	OSW/OSW-020
SW-50	OSW/OSW-025
SW-60	OSW/OSW-030
SW-70	OSW/OSW-035
SW-80	OSW/OSW-040
TB-10	TBD/REF-005
TB-10	TBS/APB-025
TB-1000	TBS/SRB-445
TB-1010	TBS/SRB-450
TB-1020	TBS/SRB-455
TB-1030	TBS/SRB-460
TB-1040	TBS/SRB-465
TB-1050	TBS/SRB-470
TB-1060	TBS/SRB-475
TB-1070	TBS/SRB-480
TB-1080	TBS/SRB-485
TB-1090	TBS/SRB-490
TB-110	TBS/APB-070
TB-1100	TBS/SRB-495
TB-1110	TBS/SRB-500
TB-1120	TBS/SRB-505
TB-1130	TBS/SRB-510
TB-1140	TBS/SRB-515
TB-1150	TBS/PRB-525
TB-1160	TBS/PRB-530
TB-1170	TBS/PRB-535
TB-1180	TBS/PRB-540
TB-1190	TBS/PRB-545
TB-120	TBS/APB-075
TB-1200	TBS/PRB-550
TB-1210	TBS/PRB-555
TB-1220	TBS/PRB-560
TB-1230	TBS/PRB-565
TB-1231	TBS/PRB-570
TB-140	TBS/APB-080
TB-141	TBS/APB-085
TB-150	TBS/APB-090
TB-160	TBS/APB-095
TB-170	TBS/APB-100
TB-180	TBS/APB-105
TB-190	TBS/APB-110
TB-20	TBS/APB-030
TB-200	TBS/APB-115
TB-21	TBS/APB-035
TB-210	TBS/APB-120
TB-220	TBS/APB-125

1984 Number	1985 Number
TB-230	TBS/APB-130
TB-240	TBS/APB-135
TB-250	TBS/APB-140
TB-260	TBS/APB-145
TB-270	TBS/APB-150
TB-280	TBS/APB-155
TB-290	TBS/APB-160
TB-30	TBS/APB-040
TB-300	TBS/APB-165
TB-310	TBS/APB-170
TB-320	TBS/APB-175
TB-330	TBS/APB-180
TB-340	TBS/APB-185
TB-350	TBS/APB-190
TB-360	TBS/APB-195
TB-370	TBS/APB-200
TB-380	TBS/APB-205
TB-390	TBS/APB-210
TB-40	TBS/APB-045
TB-400	TBS/APB-215
TB-41	TBS/APB-050
TB-410	TBS/APB-220
TB-420	TBS/APB-225
TB-430	TBS/APB-230
TB-440	TBS/OLB-240
TB-460	TBS/OLB-245
TB-490	TBS/OLB-250
TB-50	TBS/APB-055
TB-500	TBS/OLB-255
TB-60	TBS/APB-060
TB-680	TBS/OLB-260
TB-70	TBS/APB-065
TB-710	TBS/PPB-275
TB-720	TBS/PPB-280
TB-730	TBS/PPB-285
TB-740	TBS/PPB-290
TB-750	TBS/PPB-295
TB-770	TBS/PPB-300
TB-780	TBS/PPB-305
TB-790	TBS/PPB-310
TB-800	TBS/PPB-315
TB-810	TBS/PPB-320
TB-820	TBS/PPB-325
TB-821	TBS/PPB-330
TB-822	TBS/PPB-335
TB-830	TBS/PPB-345
TB-840	TBS/PPB-350
TB-850	TBS/PPB-355
TB-860	TBS/PPB-360
TB-870	TBS/PPB-365
TB-880	TBS/PPB-370
TB-890	TBS/PPB-375
TB-900	TBS/PPB-380
TB-910	TBS/PPB-385
TB-920	TBS/PPB-390
TB-930	TBS/PPB-395
TB-931	TBS/PPB-405
TB-932	TBS/PPB-410
TB-940	TBS/PPB-415
TB-950	TBS/PPB-400
TB-960	TBS/PPB-420
TB-970	TBS/PPB-425
TB-980	TBS/SRB-435
TB-990	TBS/SRB-440
TC-10	DOT/PPD-005
TC-100	DOT/DSE-050
TC-110	DOT/DSE-055
TC-120	DOT/DSE-060
TC-130	DOT/DSE-065
TC-140	DOT/AAN-070
TC-150	DOT/DAT-075
TC-160	DOT/DFS-080
TC-170	DOT/DLC-095
TC-180	DOT/DLC-100
TC-190	DOT/DLC-105
TC-20	DOT/PPD-010
TC-200	DOT/DAB-110
TC-210	DOT/DSP-115
TC-220	DOT/DAX-120
TC-230	DOT/DEL-125
TC-240	DOT/DAM-130
TC-250	DOT/AAA-085
TC-260	DOT/FSD-090
TC-270	DOT/MPH-135
TC-290	DOT/MPH-140
TC-30	DOT/COD-015
TC-300	DOT/MPC-145
TC-310	DOT/MAW-155
TC-320	DOT/MAW-160
TC-330	DOT/MAW-165
TC-340	DOT/MAW-170
TC-350	DOT/MTE-175
TC-360	DOT/MFS-180
TC-370	DOT/MSR-185
TC-380	DOT/MSR-190
TC-390	DOT/MSS-195
TC-40	DOT/COD-020
TC-400	DOT/MSS-200
TC-410	DOT/MSS-205
TC-420	DOT/MSS-210
TC-430	DOT/MSS-215
TC-440	DOT/MSS-220
TC-450	DOT/MSS-225
TC-460	DOT/MSS-230
TC-470	DOT/MSS-235
TC-480	DOT/MSS-240
TC-490	DOT/MSS-245
TC-50	DOT/COD-025
TC-500	DOT/MSS-250
TC-510	DOT/MCI-150
TC-520	DOT/DSH-255
TC-530	DOT/DSH-260
TC-540	DOT/DSH-265
TC-550	DOT/DTS-275
TC-560	DOT/DWD-280
TC-570	DOT/DRG-285
TC-580	DOT/DRP-290
TC-590	DOT/DSH-270
TC-60	DOT/COD-030
TC-70	DOT/TDG-035
TC-80	DOT/RDD-040
TC-90	DOT/DSE-045
TCB-10	TCB/AOP-005
TCB-20	TCB/AOP-010

CLASS OF RECORDS CROSS-REFERENCE

1984 Number	1985 Number
TCB-30	TCB/AOP-015
VAC-10	VAC/DVA-005
VAC-100	VAC/VLA-050
VAC-110	VAC/VLA-055
VAC-120	VAC/VLA-060
VAC-130	VAC/VLA-065
VAC-140	VAC/VLA-070
VAC-150	VAC/VLA-075
VAC-160	VAC/VLA-080
VAC-170	VAC/VLA-085
VAC-180	VAC/VLA-090
VAC-190	VAC/VLA-095
VAC-20	VAC/DVA-010
VAC-200	VAC/VLA-100
VAC-210	VAC/VLA-105
VAC-220	VAC/VLA-110
VAC-230	VAC/VLA-115
VAC-240	VAC/VLA-120
VAC-250	VAC/VLA-125
VAC-30	VAC/DVA-015
VAC-40	VAC/VSB-020
VAC-50	VAC/VSB-025
VAC-60	VAC/VSB-030
VAC-70	VAC/VSB-035
VAC-80	VAC/VSB-040
VAC-90	VAC/VSB-045
WVAB-10	VAC/WVA-005
WVAB-20	VAC/WVA-010
YTWB-10	YTW/YTW-005
YTWB-20	YTW/YTW-010
YTWB-30	YTW/YTW-015

1984 Number	1985 Number